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ABSTRACT

This task-based curriculum guide for clothing management is intended to help the teacher develop a classroom management system where students learn by doing. Introductory materials include a Dictionary of Occupational Titles job code and title sheet, a career ladder, a matrix relating duty/task numbers to job titles, and a task list. Each task is then outlined in this format: statement of duty, statement of task, duty and task numbers, a checklist of achievement indicators, a statement of the criteria for achievement of competence, specification of required tools and equipment and resources, and lists of teacher activities and student learning activities. The tasks are categorized by 13 duties: maintaining equipment and work station, operating industrial sewing machines, altering patterns, constructing garments, constructing accessory items, fitting garments, altering garments, repairing clothing, cleaning garments, making patterns, using mathematics, selling merchandise, performing supervisory functions, performing managerial functions, and using employability skills. Other contents include student and class achievement records, tool/equipment lists, and a bibliography. (YLB)

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CLOTHING MANAGEMENT

ED259160

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INTRODUCTION

This curriculum is representative of the tasks that employees in Clothing Management Occupations perform. It was developed through a grant awarded to the Department of Agricultural and Extension Education (AEE), College of Agriculture and Natural Resources, Michigan State University, by the Vocational-Technical Education Service, Michigan Department of Education.

Teachers can use this guide, which is based on task analysis, as a reference. For example, the job matrix, task curriculum sheets, student/classroom achievement recording forms and the teacher-student activities example (adapted from The Skills of Teaching, Carkhuff and Berenson) that is included behind Task F-1 were specifically designed to facilitate identification of program content and the structuring of a classroom management system.

The credit for this curriculum belongs to:

1. The V-TES/MDE Consultant who provided overall guidance for the project. This responsibility included selecting an educator-curriculum writer to develop the guide, nominating educators to function as reviewers of the materials and working with AEE staff to determine the direction for the final curriculum product.

2. The Educator-Curriculum Writer who developed the curriculum. This person analyzed labor market data and utilized various references, resources and professional expertise to write the curriculum materials.

3. The Curriculum Task Force that reviewed the materials. The Task Force, which was composed of secondary and post-secondary educators, critiqued the task statements and job titles, edited the materials and suggested appropriate changes.

4. Employers and employees from Michigan's business and industry sector who participated in a Task Analysis Survey. They assisted with validating the curriculum by identifying job titles, tasks performed on the job and tools and equipment.

5. The Project Coordinator and Staff who facilitated the curriculum project. Working in close collaboration with the V-TES/MDE Consultant, they developed the curriculum format, provided resources, references and technical assistance to the curriculum writer and were responsible for maintaining a production schedule for the final curriculum product.

6. Finally, without the assistance of the secretaries and staff who typed and proofread the final product, this effort would never have been completed.

It is intended by all those involved in the development of this curriculum guide that it be used to (1) provide relevant training for entry to the world of work and (2) provide educational experiences that will enable students to pursue advanced studies in Clothing Management. It is hoped that this curriculum is used to these ends.

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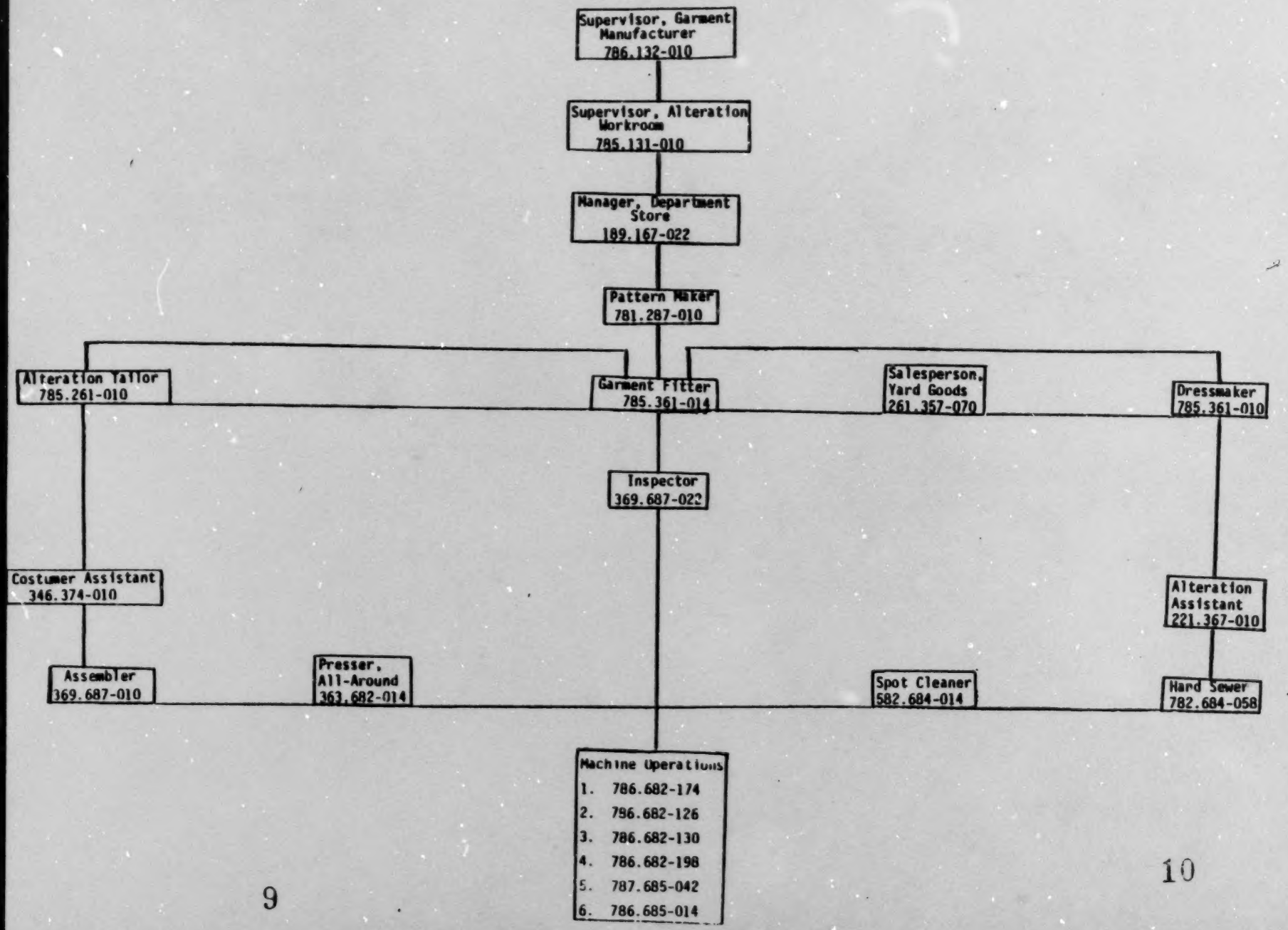
D.O.T. JOB CODE AND TITLE SHEET

D.O.T. #	TITLE
363.682-014	Presser, All-Around
369.687-010	Assembler
369.687-022	Inspector
582.684-014	Spot Cleaner
781.287-010	Clothing - Pattern Preparer
786.682-126	Hemmer, Blindstitch
786.682-130	Hemmer, Chainstitch
786.682-174	Lockstitch-Sewing Machine Operator, Comp
786.682-198	Overlock-Machine Operator, Complete Garm
786.685-014	Buttonhole-Machine Operator
787.685-042	Tacking Machine Operator
221.367-010	Alterations Workroom Clerk
346.374-010	Costumer Assistant
782.684-058	Sewer, Hand
785.261-010	Alteration Tailor
785.361-010	Dressmaker
785.361-014	Garment Fitter
786.132-010	Supervisor Garment Manufacturing
785.131-010	Supervisor Alteration Work Room
261.357-070	Salesperson Yard Goods
189.167-022	Manager - Department

CLOTHING MANAGEMENT CAREER LADDER



DUTY/TASK NUMBER

JOB TITLE	B-13	B-12	B-11	B-10	B-9	B-8	B-7	B-6	B-5	B-4	B-3	B-2	B-1		A-5	A-4	A-3	A-2	A-1
Presser, All-around																			
Assembler	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x
Inspector	x	x	x	x	x	x	x	x	x	x	x				x	x	x	x	x
Spot Cleaner																			
Clothing Pattern Maker																			
Hemmer Blindstitch	x	x					x	x	x	x	x				x	x	x	x	x
Hemmer Chainstitch							x	x	x	x	x				x	x	x	x	x
Lockstitch Operator		x	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x
Operator Buttonhole										x	x	x	x		x	x	x	x	x
Tacking Machine Oper.				x				x	x	x	x	x	x		x	x	x	x	x
Alteration Clerk	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x
Costumer Assistant	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x
Overlock Machine Operator	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x
Sewer-Hand	x																		
Alteration Tailor	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x
Dressmaker	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x
Garment Fitter																			
Supervisor Garment Manufact.	x	x	x	x	x		x	x	x	x	x	x	x		x	x	x	x	x
Supervisor Alteration Workroom	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x
Salesperson Yard Goods																			
Manager-Department																			

DUTY/TASK - JOB MATRIX

10
DUTY/TASK NUMBER

JOB TITLE	B-14	B-15	B-16	B-17	C-1	C-2	C-3	D-1	D-2	D-3	D-4	D-5	D-6	D-7	D-8	D-9	D-10	D-11
Presser, All-around															x	x	x	x
Assembler	x	x	x												x	x	x	x
Inspector	x	x	x													x	x	x
Spot Cleaner																		
Clothing Pattern Maker							x					x						
Hemmer Blindstitch							x									x	x	x
Hemmer Chainstitch				x												x	x	
Lockstitch Operator			x												x	x		x
Operator Buttonhole	x	x																
Tacking Machine Oper.	x	x	x															
Alteration Clerk	x	x	x		x	x	x	x	x	x		x	x	x	x	x	x	x
Costumer Assistant	x	x			x	x	x	x	x	x		x	x	x	x	x	x	x
Overlock Machine Operator	x	x	x													x	x	
Sewer-Hand	x	x	x								x	x						x
Alteration Tailor	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x
Dressmaker	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x
Garment Fitter						x	x											
Supervisor Garment Manufact.	x	x									x							
Supervisor Alteration Workroom	x	x			x												x	
Salesperson Yard Goods					x	x					x							
Manager-Department																		

DUTY/TASK - JOB MATRIX

DUTY/TASK NUMBER

JOB TITLE	D-12	D-13	D-14	D-15	D-16	D-17	D-18	D-19	E-1	E-2	E-3	E-4	E-5	F-1	F-2	F-3	F-4
Presser, All-around								x									
Assembler	x	x	x	x	x	x		x	x	x	x	x	x				x
Inspector	x	x	x	x	x	x	x	x	x	x	x	x	x				
Spot Cleaner							x										
Clothing Pattern Maker																	
Hemmer Blindstitch	x	x				x											
Hemmer Chainstitch									x	x	x	x	x				
Lockstitch Operator	x	x	x		x	x			x	x	x	x	x				x
Operator Buttonhole																	
Tacking Machine Oper.																	
Alteration Clerk	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Costumer Assistant	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Overlock Machine Operator	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Sewer-Hand		x				x	x		x	x	x	x	x			x	
Alteration Tailor	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Dressmaker	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Garment Fitter	x	x	x	x			x	x						x	x	x	x
Supervisor Garment Manufact.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Supervisor Alteration Workroom	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Salesperson Yard Goods																	
Manager-Department																	

DUTY/TASK - JOB MATRIX

12

DUTY/TASK NUMBER

DUTY/TASK - JOB MATRIX

JOB TITLE	G-1	G-2	G-3	G-4	G-5	G-6	G-7	G-8	G-9	G-10	G-11	G-12	G-13	G-14	G-15	G-16	G-17	G-18	G-19
Presser, All-around																			
Assembler																			
Inspector																			
Spot Cleaner																			
Clothing Pattern Maker																			
Hemmer Blindstitch																			
Hemmer Chainstitch																			
Lockstitch Operator	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Operator Buttonhole																			
Tacking Machine Oper.																			
Alteration Clerk	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Costumer Assistant	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Overlock Machine Operator																			
Sewer-Hand																			
Alteration Tailor		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Dressmaker	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Garment Fitter	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Supervisor Garment Manufact.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Supervisor Alteration Workroom	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Salesperson Yard Goods																			
Manager-Department																			

DUTY/TASK NUMBER

JOB TITLE	K-3	K-2	K-1		J-3	J-2	J-1		I-3	I-2	I-1		H-4	H-3	H-2	H-1		G-21	G-20
Presser, All-around	x	x	x						x	x									
Assembler	x	x	x																
Inspector	x	x	x																
Spot Cleaner	x	x	x		x	x	x				x								
Clothing Pattern Maker	x	x	x																
Hemmer Blindstitch	x	x	x																
Hemmer Chainstitch	x	x	x													x			
Lockstitch Operator	x	x	x										x	x	x	x		x	x
Operator Buttonhole	x	x	x													x			
Tacking Machine Oper.	x	x	x																
Alteration Clerk	x	x	x						x	x	x		x	x	x	x		x	x
Costumer Assistant	x	x	x			x	x		x	x	x		x	x	x	x		x	x
Overlock Machine Operator	x	x	x																
Sewer-Hand	x	x	x							x	x		x	x	x	x			
Alteration Tailor	x	x	x		x	x	x			x	x		x	x	x	x		x	x
Dressmaker	x	x	x		x	x	x		x	x	x		x	x	x	x		x	x
Garment Fitter	x	x	x						x	x	x		x	x	x	x		x	x
Supervisor Garment Manufact.	x	x	x		x	x	x		x	x	x		x	x	x	x		x	x
Supervisor Alteration Workroom	x	x	x		x	x	x		x	x	x		x	x	x	x		x	x
Salesperson Yard Goods	x	x	x																
Manager-Department	x	x	x																

DUTY/TASK - JOB MATRIX

14

DUTY/TASK NUMBER

JOB TITLE	L-1	L-2	L-3	L-4	L-5	L-6	L-7	L-8	L-9	L-10	L-11	L-12	L-13	L-14		M-1	M-2	M-3	M-4
Presser, All-around				x	x														
Assembler																			
Inspector				x	x														
Spot Cleaner																			
Clothing Pattern Maker					x														
Hemmer Blindstitch																			
Hemmer Chainstitch																			
Lockstitch Operator																			
Operator Buttonhole																			
Tacking Machine Oper.																			
Alteration Clerk			x	x	x	x	x	x	x	x		x	x	x					
Costumer Assistant			x	x	x	x	x	x	x	x			x	x					
Overlock Machine Operator																			
Sewer-Hand					x	x	x	x	x	x									
Alteration Tailor			x	x	x	x	x	x	x	x		x	x	x		x	x	x	x
Dressmaker			x	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x
Garment Fitter			x		x	x	x	x	x	x	x	x	x	x					
Supervisor Garment Manufact.			x	x	x	x	x	x	x	x		x	x	x					
Supervisor Alteration Workroom			x	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x
Salesperson Yard Goods	x	x	x	x	x	x	x	x	x	x	x	x	x	x					
Manager-Department	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x

DUTY/TASK - JOB MATRIX

DUTY/TASK NUMBER

JOB TITLE	M-5	M-6	M-7	M-8	M-9	M-10	M-11	N-1	N-2	N-3	N-4	N-5	N-6	N-7	N-8	N-9
Presser, All-around		x														
Assembler																
Inspector		x	x	x	x	x										
Spot Cleaner																
Clothing Pattern Maker																
Hemmer Blindstitch																
Hemmer Chainstitch																
Lockstitch Operator																
Operator Buttonhole																
Tacking Machine Oper.																
Alteration Clerk	x			x		x										
Costumer Assistant	x			x		x										
Overlock Machine Operator																
Sewer-Hand																
Alteration Tailor	x	x	x	x		x										
Dressmaker	x	x	x	x		x										
Garment Fitter																
Supervisor Garment Manufact.	x	x	x	x	x	x		x	x	x	x	x	x			x
Supervisor Alteration Workroom	x	x	x	x	x	x		x	x	x		x	x			x
Salesperson Yard Goods																
Manager-Department								x	x	x	x	x	x	x	x	x

DUTY/TASK - JOB MATRIX

DUTY/TASK NUMBER

JOB TITLE	0-1	0-2	0-3	0-4	0-5	0-6	0-7	0-8	0-9	0-10	0-11	0-12	0-13	0-14	0-15	0-16	0-17	0-18	0-19
Presser, All-around	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Assembler	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Inspector	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Spot Cleaner	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Clothing Pattern Maker	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Hemmer Blindstitch	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Hemmer Chainstitch	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Lockstitch Operator	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Operator Buttonhole	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Tacking Machine Oper.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Alteration Clerk	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Costumer Assistant	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Overlock Machine Operator	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Sewer-Hand	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Alteration Tailor	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Dressmaker	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Garment Fitter	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Supervisor Garment Manufact.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Supervisor Alteration Workroom	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Salesperson Yard Goods	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Manage- Department	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

DUTY/TASK - JOB MATRIX

DUTY/TASK NUMBERS

DUTY/TASK - JOB MATRIX

JOB TITLES	O - 20	O - 21	O - 22
Presser, All-around	×	×	×
Assembler	×	×	×
Inspector	×	×	×
Spot Cleaner	×	×	×
Clothing Pattern Maker	×	×	×
Hemmer Blindstitch	×	×	×
Hemmer Chainstitch	×	×	×
Lockstitch Operator	×	×	×
Operator Buttonhole	×	×	×
Tacking Machine operator	×	×	×
Alteration Clerk	×	×	×
Costumer Assistant	×	×	×
Overlock Machine Operator	×	×	×
Sewer-Hand	×	×	×
Alteration Tailor	×	×	×
Dressmaker	×	×	×
Garment Fitter	×	×	×
Supervisor Garment Manufact.	×	×	×
Supervisor, Alteration Workroom	×	×	×
Salesperson Yard Goods	×	×	×
Manager - Department	×	×	×

TASK LIST
FOR
CLOTHING MANAGEMENT

A. MAINTAINING EQUIPMENT AND WORK STATION

1. Add oil to reservoir, using machine oil, to maintain oil level.
2. Lubricate oil points, using machine oil, to keep machine operating smoothly.
3. Clean lint from machine, using lint brush, to insure a smooth running machine.
4. Replace a light bulb, using an operator's manual, to provide light to the serving area.
5. Clean the floor of the work area, using a brush and broom, to maintain a safe work environment.

B. OPERATING INDUSTRIAL SEWING MACHINES

1. Insert a bobbin in the bobbin case, using hands, to ready the machine for sewing.
2. Replace a bobbin, using treadle and handwheel, to ready the machine for sewing.
3. Change the sewing machine needle, using a screwdriver, to replace a defective needle.
4. Position pieces of garments, using hands, to prepare pieces for sewing.
5. Sew a straight seam, using a lockstitch machine, to join garment pieces.
6. Sew a curved edge, using an industrial machine, to construct details.
7. Sew a square corner, using an industrial machine, to make right angles in a garment.
8. Sew a square corner (continued stitching), using an industrial machine, to construct details.
9. Stitch dart(s), using a sewing machine, to give shape to the garment.
10. Backtack parts of garment (such as labels and belts), using a sewing machine, to give strength to the area.
11. Topstitch a garment, using a lockstitch machine and gauge, to obtain a decorative effect.
12. Insert a zipper, using a sewing machine and a presser zipper foot, to provide a closure for the garment.

B. OPERATING INDUSTRIAL SEWING MACHINES (continued)

13. Blindstitch a hem, using a blindstitch machine, to fasten the bottom edge of the garment.

14. Stitch a garment fastener (buttons), using a button sewing machine, to attach a button to the garment.

15. Stitch garment fasteners (snaps), using an industrial machine, to attach the fasteners to the garment.

16. Attach a brand name tag to a finished garment(s), using a tacking machine, to stitch a label on the garment.

17. Chain off chain stitch(es), using an overlock machine, to prevent the machine from becoming unthreaded.

C. ALTERING PATTERNS

1. Measure a client, using a measuring tape, to establish measurements needed for garment.

2. Determine figure type/size, using a size and figure type chart, to reduce amount of pattern alteration.

3. Make alternation(s), using a pattern and a client's measurement chart.

D. CONSTRUCTING GARMENTS

1. Pretreat fabric, notions, and trim, using laundry and cleaning equipment, to prevent shrinkage or fading upon continued treatment.

2. Straighten grain on woven fabrics, using sewing and pressing equipment, and a bedsheet, to make corners form right angles.

3. Lay out pattern pieces on fabric, using tape measure or yardstick and pins, to measure the grain line.

4. Cut out garment, using hand or electric shears, to provide construction parts.

5. Transfer pattern markings, using appropriate marking methods, to reproduce construction details to fabric.

6. Staystitch garment pieces, using sewing machine, to prevent stretching.

7. Construct garment unit(s), using sewing and pressing equipment and a pattern guide sheet, to produce a pattern silhouette.

8. Construct dart(s) using a sewing machine, to give shape to garment pieces.

D. CONSTRUCTING GARMENTS (continued)

9. Construct seam(s), using pressing and sewing equipment, to join layers of fabric.

10. Apply seam finish, using sewing and pressing equipment, to prevent raveling.

11. Apply nonfusible interfacing, using pressing and sewing equipment, to give support to various areas of the garment.

12. Apply fusible interfacing, using garment sections and pressing equipment, to give support to various area of the garment.

13. Baste a garment, using needle and thread or sewing equipment, to fit the client's specifications.

14. Fit garment on client, using a mirror and sewing equipment, to determine if the garment conforms to body contours.

15. Attach underlining/interlining, using pressing and sewing equipment, to provide support to the body of the garment.

16. Attach a lining to a garment, using pressing and sewing equipment, to hide the inter-construction.

17. Hem a garment, using industrial methods, to provide a finished appearance.

18. Remove spots and stains from a completed garment, using cleaning agent, brush or cotton ball, to maintain the garment in a clean manner.

19. Press a completed garment, using pressing equipment, to maintain the garment in a wrinkle free manner.

E. CONSTRUCTING ACCESSORY ITEMS

1. Construct headwear, using pattern, material, and a sewing machine, to provide an accessory item.

2. Construct a bag, using pattern, material, and sewing machine, to provide a utility item.

3. Construct a belt, using fabric and a sewing machine, to provide an accessory item.

4. Construct detachable cuffs and collars, using a pattern, fabric, and a sewing machine, to provide appearance change(s) for a garment.

5. Construct a tie, using pattern, fabric, and a sewing machine, to meet the client's specifications.

F. FITTING GARMENTS

1. Mark a garment, using tailor's chalk, to fit a client's specifications and figure requirements.

2. Pin garment, using straight pins, to fit the client.

3. Level uneven hemline, using hem marks, to accommodate the client.

4. Baste garment, using needle and thread to prepare it for client's fitting.

G. ALTERING GARMENTS

1. Alter the width of a garment, using a sewing machine, to accommodate the client.

2. Lengthen a coat, using a hand needle and thread or a blindstitch machine, to accommodate the client.

3. Shorten a lined coat, using a hand needle and thread or a blindstitch machine, to accommodate the client.

4. Replace a lining, using the old lining as a pattern, instructions and a sewing machine, to extend the wearability of the garment.

5. Narrow garment lapels, using a sewing machine, to accommodate the client.

6. Decrease the crotch of pants, using a lockstitch sewing machine, to shorten the rise.

7. Increase the crotch of pants, using a lockstitch sewing machine, to lengthen the rise.

8. Increase the waist of pants/skirt, using a lockstitch sewing machine, to accommodate the client.

9. Decrease the waist of pants/skirt, using a lockstitch sewing machine, to accommodate the client.

10. Add flare to pant legs, using a lockstitch sewing machine, to accommodate the fashion silhouette

11. Remove flare, using a lockstitch sewing machine, to reduce the width of the pant legs.

12. Remove pant cuffs, using a lockstitch sewing machine, to make a plain bottom.

13. Shorten the bodice of a garment, using a lockstitch sewing machine, to accommodate the client.

G. ALTERING GARMENTS

14. Lengthen the bodice of a garment, using a lockstitch sewing machine, to accommodate the client.

15. Raise the waistband, using a lockstitch sewing machine, to accommodate the client.

16. Lower the waistband, using a lockstitch sewing machine, to accommodate the client.

17. Lengthen coat sleeves, using a lockstitch sewing machine, to make the sleeves longer.

18. Shorten sleeves, using a lockstitch sewing machine, to accommodate the client.

19. Even the hem width, using measuring tools, needle, and thread or a blindstitch sewing machine, to alter the hemline.

20. Remove a collar, using a sewing machine, to accommodate the client.

21. Lower a collar, using a sewing machine, to accommodate the client.

H. REPAIRING CLOTHING

1. Replace broken stitches, using a sewing machine, to make the garment wearable.

2. Repair frayed buttonholes, using needle, thread and a sewing machine, to make the garment functional.

3. Repair a zipper, using pliers, to make the zipper functional.

4. Reinforce stitches, using sewing equipment, to increase the durability of the garment.

I. CLEANING GARMENTS

1. Spot clean a garment, using a cleaning solution, to remove stains.

2. Press a garment, using commercial press, press form or commercial iron, to restore the garment to its original appearance.

3. Store a garment, using hangers, tissue paper and plastic, to maintain its appearance.

J. MAKING PATTERNS

1. Construct a pattern, using muslin and a tag board, to insure fit of a garment.

J. MAKING PATTERNS (continued)

2. Drape a form, using muslin, to create a desired design.

3. Draft a pattern, using paper and measuring devices, to conform to the client's measurements.

K. USING MATHEMATICS

1. Perform basic mathematical computations with whole numbers, using addition, subtraction, multiplication and division skills, to determine answers to whole number problems.

2. Perform basic mathematical computations with decimal numbers, using addition, subtraction, multiplication and division skills, to determine answers to decimal problems.

3. Perform basic mathematical computations with fractions, using addition, subtraction, multiplication and division skills, to determine answers to fraction problems.

L. SELLING MERCHANDISE

1. Utilize sales techniques, using customer relations approach, questions, observations, product knowledge, merchandise demonstration, answering objections, suggestion selling, and closing techniques, to sell merchandise.

2. Process a customer's telephone order, using an order form, merchandise information and sales techniques, to complete a merchandise sale.

3. Wrap a customer's package, using packing materials and techniques, to protect the merchandise.

4. Order special request merchandise, using store order forms, to complete a sale.

5. Respond to a customer's complaint, using store policy and customer relations, to solve the problem.

6. Operate a cash register/sales terminal, using register operations techniques and a cash register operations manual, to complete a sales transaction.

7. Make change, using change making techqniques for cash registers without change indication, to complete a sales transaction.

8. Make change, using change making techniques for registers with change indication, to complete a sales transaction.

L. SELLING MERCHANDISE

9. Fill out sales checks, using merchandise information, sales tax computations, basic mathematics computations, alterations, charges, delivery or mail charges, employee discounts, and/or lay-away charges, to complete a sales transaction.

10. Distinguish taxable items, using Michigan sales tax laws, to determine the amount of sales tax.

11. Examine checks, using check authorization procedures and standards for properly written checks, to determine the acceptability of the checks.

12. Process a charge sale, using a credit card, an imprinting machine, sales slip and merchandise information, to complete the sales transaction.

13. Process a merchandise return, using exchange, cash refund or credit charge procedures, to accommodate the customer.

14. Check out cash register totals, using beginning cash amount, an ending cash count and paid outs, to balance the cash drawer.

M. PERFORMING SUPERVISORY FUNCTIONS

1. Inspect work stations in an industrial sewing area, using OSHA standards, to identify work hazards.

2. Enforce safety rules, using a list of company safety rules and OSHA standards, to ensure a safe work environment.

3. Investigate an accident, using an accident report form, to report the cause of an accident.

4. Enforce housekeeping rules in the sewing room, using a set of housekeeping procedures and a list of persons responsible for each operation, to ensure a clean work environment.

5. Prepare a sewing room supply inventory, using an inventory form, to determine stock on hand.

6. Identify equipment needs, using equipment and supply inventories, employment and production statistics, company personnel and a requisition form, to request additional equipment.

7. Assign sewing tasks to utility operators, using a job assignment form, to ensure a smooth work flow.

8. Select thread, using a cut ticket, to match it with identified cut material.

9. Assign bundle tasks, using a list of employees, to expedite the work flow.

M. PERFORMING SUPERVISORY FUNCTIONS

10. Expedite a rush order, using bundle number and type, to facilitate an order that is behind schedule.

11. Maintain an employee assignment ledger, using an employee's gum sheet, order ticket, and production ledger, to record the day's production.

N. PERFORMING MANAGERIAL FUNCTIONS

1. Conduct an employee orientation session, using knowledge of store policies, procedures, and merchandise, to acquaint a new employee with the department or store.

2. Encourage morale among employees, using human relations skills, to maintain a positive work environment.

3. Evaluate an operator's production progress, using a trainee's progress chart, to determine if the trainee has met the training expectation.

4. Terminate the employment of an operator who fails to make production, using the employee's work records and history, to rid the company of a liability.

5. Follow line of authority, using the store's organizational structure, policies and procedures, to perform the job.

6. Plan task(s), using planning and organizational skills, to accomplish a job.

7. Place stock within the department, using layout considerations, traffic flow, fixtures, merchandise and store image, to provide merchandise to customers.

8. Explain the store's customer services' and facilities' locations, using a knowledge of store services and facilities, to respond to customers' needs.

9. Reduce store expenses, using a knowledge of store policies, procedures and expense control, to increase profits.

O. USING EMPLOYABILITY SKILLS

1. Prepare a portfolio, using samples of artwork and other pertinent materials, to secure employment.

2. Perform a self-assessment, using knowledge and information, to compile a list of personal attributes.

3. Perform a self-assessment, using knowledge and information, to identify areas of work that will provide personal job satisfaction.

O. USING EMPLOYABILITY SKILLS (continued)

4. Perform a self-assessment, using knowledge and information, to determine methods to reduce levels of stress.

5. Compile an occupational profile, using reference materials, to determine the characteristics, requirements, and employment outlook of an occupation.

6. Investigate non-wage job characteristics, using available resources, to identify significant job factors.

7. Develop goals, using knowledge, to determine career objective(s).

8. Perform a job search, using information, to identify employment opportunities.

9. Participate in an information interview, using knowledge and resources, to obtain information about a job from an employer.

10. Complete a social security form, using information, to apply for a social security number.

11. Complete a job application, using personal notes, to apply for employment opportunities.

12. Complete a job application, using personal notes, to pursue potential employment opportunities.

13. Prepare a resume, using personal notes, to apply for a job.

14. Write a letter, using personal notes, to apply for a position.

15. Demonstrate appropriate dress, using a knowledge of job requirements, to comply with standards of on-the-job attire and grooming.

16. Interview for a job, using communication skills, to secure employment.

17. Contact a job interviewer, using a telephone, to accept/reject a job.

18. Complete forms, using information, to withhold city, state, and federal taxes.

19. Describe performance evaluation measurements, using knowledge, to identify behavior/attitudes that employers expect employees to exhibit on-the-job.

20. Perform a continuing education program search, using available resources, to identify opportunities for retraining, skills upgrading, and career advancement.

21. Analyze career information, using available resources, to identify the opportunities for advancement that exist within an occupation.

22. Describe job resignation/dismissal practice, using knowledge, to identify positive methods for terminating an employment situation.

Duty: Maintaining Equipment and Work Station	**Duty No.** A
	Task No. 1

Task: Add oil to reservoir, using machine oil, to maintain oil level.

Achievement Indicators: The learner:	Yes	No
1. Inserted scrap material under needle -	____	____
2. Began stitching and observed oil gauge (usually on right side of machine head) -	____	____
3. Stopped machine, turned power off, and tilted head back, if gauge indicated machine was low on oil -	____	____
4. Observed reservoir level marks to substantiate gauge reading -	____	____
5. Added oil to "high" mark in reservoir -	____	____
6. Returned machine head to sew position -	____	____
7. Cleaned excess of spilled oil from machine -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the operator's manual.

Tools and Equipment:	**Resources:**
Machine Oil Oil Can	Operator's Manual Reference #11

Duty: Maintaining Equipment and Work Station	**Duty No.** A
	Task No. 2

Task: Lubricate oil points, using machine oil, to keep machine operating smoothly.

Achievement Indicators: The learner:

	Yes	No
1. Located each lubrication point on machine (usually indicated by arrows) -	____	____
2. Inserted oil can spout into each point and lubricated by pumping can handle or by pressing can bottom -	____	____
3. Wiped excess oil form around oil points -	____	____
4. Placed scrap fabric under needle and engage power to circulate oil -	____	____

NOTE: Machines oiled through points should be oiled daily.

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the operator's manual.

Tools and Equipment:

Mahince Oil

Resources:

Operator's Manual
Reference #11

Duty: Maintaining Equipment and Work Station	**Duty No.** A
	Task No. 3

Task: Clean lint from machine, using lint brush, to insure a smooth running machine.

Achievement Indicators: The learner:	Yes	No
1. Turned machine power off -	____	____
2. Removed all work from machine area -	____	____
3. Wiped excess oil from machine with scraps and discarded -	____	____
4. Brushed all lint and dust from machine head, bed, and motor area -	____	____
5. Raised presser foot and removed throat plate with screwdriver -	____	____
6. Brushed lint and dust from machine head, bed, and motor area -	____	____
7. Turned machine head to expose hook and bobbin case assembly -	____	____
8. Brushed lint and dust from hook and bobbin case assembly -	____	____
9. Returned head to original position and replaced throat plate -	____	____
10. Placed 3" x 4" scrap over throat plate -	____	____
11. Lowered pressure foot to sew position (scrap will absorb oil dripped from needle bar overnight) -	____	____
12. Placed cover over machine head -	____	____

Duty: Maintaining Equipment and Work Station	**Duty No.** A
	Task No. 4

Task: Replace a light bulb, using an operator's manual, to provide light to the serving area.

Achievement Indicators: The learner:	Yes	No
1. Turned power switch to off position -	____	____
2. Removed bulb cover, if applicable -	____	____
3. Unscrewed and discarded spent bulb -	____	____
4. Screwed in new bulb hand tight -	____	____
5. Replaced cover, if applicable -	____	____
6. Turned power switch on -	____	____
7. Aimed center beam on presser foot in lowered position -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the operator's manual.

Tools and Equipment:	**Resources:**
Light Bulb	Operator's Manual Reference #11

Duty: Maintaining Equipment and Work Station	**Duty No.** A
	Task No. 5

Task: Clean the floor of the work area, using a brush and broom, to maintain a safe work environment.

Achievement Indicators: The learner:	Yes	No
1. Turned off machine power -	____	____
2. Placed operator's chair on work bin -	____	____
3. Brushed machine underframe, motor, and treadle -	____	____
4. Removed all work from bins -	____	____
5. Brushed all dirt, lint, or threads from bins onto floor -	____	____
6. Returned production work to bins -	____	____
7. Swept lint and debris (thread, paper, material scraps, etc.) from under machine treadle, machine bed, and work bins into aisle or predesignated location -	____	____
8. Replaced brush and broom -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the supervisor.

Tools and Equipment:	**Resources:**
Brush Broom	

Duty: Operating Industrial Sewing Machines	**Duty No.** B
	Task No. 1

Task: Insert a bobbin in the bobbin case, using hands, to ready the machine for sewing.

Achievement Indicators: The learner:	Yes	No
1. Made sure power was off -	____	____
2. Applied slight toe pressure to treadle to release clutch -	____	____
3. Turned handwheel to bring needle bar to its highest point -	____	____
4. Reached beneath bed of machine with left hand, opened latch of bobbin case, and pulled case free from the center post of the hook -	____	____
5. Released the latch above machine and let the bobbin drop out into right hand -	____	____
6. Examined bobbin case for lint or dirt, cleaned with brush if necessary -	____	____
7. Removed any left-over thread from the bobbin before rewinding -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the industrial sewing machine operator's manual.

Tools and Equipment:	**Resources:**
Bobbin Bobbin Case	Operator's Manual Reference #11

Duty: Operating Industrial Sewing Machines | **Duty No.** B | **Task No.** 2

Task: Replace a bobbin, using treadle and handwheel, to ready the machine for sewing.

Achievement Indicators: The learner:	Yes	No
1. Held the bobbin case with slot near top -	____	____
2. Placed rewound bobbin in case, with thread unwinding in a counterclockwise direction to the open side of the case -	____	____
3. Pulled thread into bobbin case slot -	____	____
4. Drew thread down and under case spring -	____	____
5. Turned bobbin case over. Drew thread up and into delivery eye, and left about two inches of thread outside the case -	____	____
6. Held bobbin case latch open, replaced the case on the center post of the hook -	____	____
7. Released latch and made sure that loose thread end was free -	____	____
8. Pressed case back until latch caught in groove on post with a click -	____	____
9. Grasped end of needle thread with left hand -	____	____
10. Released clutch with treadle by slight toe pressure -	____	____
11. Turned handwheel counterclockwise until needle went down, came up, and returned to highest point -	____	____
12. Pulled needle thread until a loop of bobbin thread appeared -	____	____
13. Grasped bobbin loop and pulled until end was free -	____	____
14. Placed both thread ends to the rear and under presser foot -	____	____

Duty: Operating Industrial Sewing Machine	**Duty No.** B
	Task No. 3

Task: Change the sewing machine needle, using a screwdriver, to replace a defective needle.

Achievement Indicators: The learner:	Yes	No
1. Turned machine off -	____	____
2. Turned handwheel until needle bar is at highest point -	____	____
3. Grasped old needle on shank -	____	____
4. Loosened needle bar screw with screwdriver -	____	____
5. Removed old needle and discarded -	____	____
6. Inserted new needle into bar with long groove facing the last thread guide -	____	____
7. Retightened needle bar screw -	____	____
8. Checked position of needle by turning handwheel one cycle -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the industrial sewing machine operator's manual.

Tools and Equipment:	**Resources:**
Sewing Machine Needles Screwdrivers	Operator's Manual Reference #10

Duty: Operating Industrial Sewing Machines	**Duty No.** B
	Task No. 4

Task: Position pieces of garments, using hands, to prepare pieces for sewing.

Achievement Indicators: The learner:	Yes	No
1. Removed garment parts form stacks, one in each hand -	____	____
2. Placed the smaller part on the larger part in the approximate location to be sewn, in one motion -	____	____
3. Aligned the smaller part to fit markings on the larger part -	____	____
4. Manipulated hands for sewing position while maintaining part alignment -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the supervisor.

Tools and Equipment:	**Resources:**
Garment Pieces Sewing Machine	Reference #5, 10

Duty: Operating Industrial Sewing Machines	**Duty No.** B
	Task No. 5

Task: Sew a straight seam, using a lockstitch machine, to join garment pieces.

Achievement Indicators: The learner:	Yes	No
1. Positioned chair so the operator, when seated, was centered in front of the needle -	____	____
2. Switched machine power on -	____	____
3. Picked up fabric and raised presser foot -	____	____
4. Positioned fabric under needle at beginning point -	____	____
5. Lowered presser foot and	____	____
6. Stopped machine at end point with needle at highest point -	____	____
7. Raised presser foot, pulled 3" to 4" of thread and cut -	____	____
8. Disposed of piece and picked up next -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the supervisor.

Tools and Equipment:	**Resources:**
Lockstitch Machine	Operator's Manual Reference #5, 10

Duty: Operating Industrial Sewing Machines	**Duty No.** B
	Task No. 6

Task: Sew a curved edge, using an industrial machine, to construct details.

Achievement Indicators: The learner:	Yes	No
1. Positioned chair so the operator, when seated, was centered in front of the needle -	____	____
2. Switched machine on -	____	____
3. Picked up two plys of fabric and matched edges -	____	____
4. Raised foot and positioned plys under needle at starting point with matched edges contacting seam gauge -	____	____
5. Lowered presser foot and stitched a curved seam with fabric edges in contact with seam gauge -	____	____
6. Stopped the machine at highest point in curve -	____	____
7. Raised presser foot and repositioned fabric, if necessary -	____	____
8. Repeated step 5 until stopping point was reached -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the supervisor.

Tools and Equipment:	**Resources:**
Industrial Sewing Machine	Reference #5, 10

Duty: Operating Industrial Sewing Machines	**Duty No.** B
	Task No. 7

Task: Sew a square corner, using an industrial machine, to make right angles in a garment.

Achievement Indicators: The learner:	Yes	No
1. Picked up materials and turned raw edge under to desired width -	____	____
2. Placed material under presser foot and up to gauge stop -	____	____
3. Began stitching -	____	____
4. Stopped machine 1 to 2 inches from corner with needle in down position -	____	____
5. Folded corner in a lapping triangular fold and turned under raw edge -	____	____
6. Continued stitching to corner a seam width from next side; stopped with needle in down position -	____	____
7. Raised presser foot, pivoted material and lowered foot -	____	____
8. Continued stitching until complete -	____	____
9. Maintained uniform seam width -	____	____
10. Released top thread tension, cut thread and disposed of material -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the supervisor.

Tools and Equipment:	**Resources:**
Industrial Sewing Machine	Reference #5, 10

Duty: Operating Industrial Sewing Machines	**Duty No.** B
	Task No. 8

Task: Sew a square corner (continued stitching), using an industrial machine, to construct details.

Achievement Indicators: The learner:	Yes	No
1. Picked up material and turned raw edge under to desired width -	____	____
2. Raised presser foot and placed material under needle and up to gauge -	____	____
3. Lowered foot and began stitching, maintained seam width -	____	____
4. Stopped machine 1 to 2 inches from corner and folded corner in a lapping triangular fold -	____	____
5. Stitched to corner stopping needle in down position -	____	____
6. Raised presser foot and pivoted material aligning edge against or up to gauge -	____	____
7. Repeated steps 3, 4, and 5 to last corner -	____	____
8. Connected beginning stitches with ending stitches -	____	____
9. Backtacked stitch lap 5 to 8 stitches -	____	____
10. Released top thread tension, raised foot, and pulled materials away from needle area -	____	____
11. Cut thread and disposed of materials -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the criteria of the supervisor.

Tools and Equipment:	**Resources:**
Industrial Sewing Machine	Reference #5, 10

Duty: Operating Industrial Sewing Machines	**Duty No.** B
	Task No. 9

Task: Stitch dart(s), using a sewing machine, to give shape to the garment.

Achievement Indicators: The learner:	Yes	No
1. Picked up material by specified method -	____	____
2. Folded according to markings -	____	____
3. Placed material under presser foot on wide end of dart -	____	____
4. Stitched to pointed end of dart -	____	____
5. Disposed according to method specified -	____	____

NOTE: Followed procedures outlined for backtacking, if method required backtacking at beginning and end of stitching.

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the supervisor.

Tools and Equipment:	**Resources:**
Industrial Sewing Machine	Reference #5, 10, 13

Duty: Operating Industrial Sewing Machines	**Duty No.** B
	Task No. 10

Task: Backtack parts of garment (such as labels and belts), using a sewing machine, to give strength to the area.

Achievement Indicators: The learner:	Yes	No
1. Raised presser foot slightly -	____	____
2. Positioned edge of fabric under foot -	____	____
3. Began stitching to a maximum of 5 stitches -	____	____
4. Raised presser foot at the end of 4 to 5 stitches, without stopping machine -	____	____
5. Pulled fabric by hand in a reverse direction toward operator -	____	____
6. Lowered presser foot and completed operation in a forward direction, as machine returned to first original stitch -	____	____
7. Repeated procedure at end of each seam, if operation was finished with a backtack -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the supervisor.

Tools and Equipment:	**Resources:**
Sewing Machine	Operator's Manual Reference #5, 10

Duty: Operating Industrial Sewing Machines	**Duty No.** B
	Task No. 11

Task: Topstitch a garment, using a lockstitch machine and gauge, to obtain a decorative effect.

Achievement Indicators: The learner:	Yes	No
1. Placed garment part under presser foot and adjusted to gauge -	____	____
2. Lowered presser foot and began stitching -	____	____
3. Continued stitching, holding material edge against gauge -	____	____
4. Removed material and disposed according to specified method, after reaching end point of stitch line -	____	____

NOTE: Topstitching is primarily for decorative purposes, but can be used as reinforcement in some cases.

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
Lockstitch Machine	Operator's Manual Reference #5, 10

Duty: Operating Industrial Sewing Machines	**Duty No.** B
	Task No. 12

Task: Insert a zipper, using a sewing machine and a presser zipper foot, to provide a closure for the garment.

Achievement Indicators: The learner:	Yes	No
1. Extended right seam allowance -	____	____
2. Placed closed zipper face down on seam allowance with bottom stop on base of garment opening and zipper teeth next to the seam -	____	____
3. Started stitching at bottom of zipper and continued to top -	____	____
4. Turned zipper face up forming a fold in the seam allowance -	____	____
5. Aligned fold to within 1/8" of zipper teeth -	____	____
6. Stitched on fold on material starting at the bottom of zipper and continued to top -	____	____
7. Spread garment part flat with zipper face down on machine bed -	____	____
8. Began topstitching of zipper at the bottom of zipper in the seam of the garment -	____	____
9. Stiched across bottom of zipper, stopped with needle down, pivoted and continued stitching to the garment edge of zipper top -	____	____
10. Disposed of material -	____	____

Criteria: Competence in the task will be recognized wher the achievement indicators are successfully performed according to the instructions of the supervisor.

Tools and Equipment:	**Resources:**
Sewing Machine Presser Zipper Foot	Reference #5, 10

Duty: Operating Industrial Sewing Machines	**Duty No.** B
	Task No. 13

Task: Blindstitch a hem, using a blindstitch machine, to fasten the bottom edge of the garment.

Achievement Indicators: The learner:	Yes	No
1. Picked up materials and folded to hem desired -	____	____
2. Placed material under presser foot maintaining hem width -	____	____
3. Adjusted "bite" of needle -	____	____
4. Began stitching and continued to end of hem, maintaining uniform width -	____	____
5. Raised presser foot and disposed of material -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to instructions of operator's manual.

Tools and Equipment:	**Resources:**
Blindstitch Sewing Machine	Operator's Manual Reference #5, 10

Duty: Operating Industrial Sewing Machines	**Duty No.** B
	Task No. 14

Task: Stitch a garment fastener (buttons), using a button sewing machine, to attach a button to the garment.

Achievement Indicators: The learner:	Yes	No
1. Placed button in presser foot with button eyes in position for machine needle -	____	____
2. Placed garment or part under needle and against gauge -	____	____
3. Engaged machine (presser foot automatically dropped into sew position and sewed a preset cycle of stitches, then raised automatically) -	____	____
4. Moved garment or part to next button position, when cycle was completed -	____	____
5. Repeated steps 1 through 4 or until all buttons were sewn -	____	____
6. Placed garment or part in designated area -	____	____

NOTE: A button sew machine has a specially designed presser foot to hold buttons while they are sewn. When the machine is stopped the foot lifts to its highest point automatically.

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the operator's manual.

Tools and Equipment:	**Resources:**
	Operator's Manual Reference #5, 10

Duty: Operating Industrial Sewing Machines	**Duty No.** B
	Task No. 15

Task: Stitch garment fasteners (snaps), using an industrial machine, to attach the fasteners to the garment.

Achievement Indicators: The learner:	Yes	No
1. Turned power off -	____	____
2. Loaded snap tops and bottoms onto machine -	____	____
3. Turned power on -	____	____
4. Placed garment part to gauges for top of snap -	____	____
5. Pressed foot control to activate machine -	____	____
6. Placed other side garment part to gauges for bottom of snap -	____	____
7. Pressed foot control to activate machine -	____	____
8. Disposed of garment -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions in the operator's manual.

Tools and Equipment:	**Resources:**
Sewing Machine	Operator's Manual Reference #5, 10

Duty: Operating Industrial Sewing Machines	**Duty No.** B
	Task No. 16

Task: Attach a brand name tag to a finished garment(s), using a tacking machine, to stitch a label on the garment.

Achievement Indicators: The learner:	Yes	No
1. Positioned parts and labels in the pre-designated located for ease of pickup -	____	____
2. Picked up garment part and label while simultaneously raising the presser foot -	____	____
3. Placed the part in a sew position on the machine and simultaneously positioned the label on the part -	____	____
4. Lowered presser foot and stitched according to specifications of the operation -	____	____
5. Disposed of the sewn part in a pre-designated location -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions in the operator's manual.

Tools and Equipment:	**Resources:**
Tacking Machine	Operator's Manual Reference #5, 10

Duty: Operating Industrial Sewing Machines	**Duty No.** B
	Task No. 17

Task: Chain off chain stitch(es), using an overlock machine, to prevent the machine from becoming unthreaded.

Achievement Indicators: The learner:	Yes	No
1. Positioned fabric under presser foot -	____	____
2. Stitched desired seam -	____	____
3. Continued stitching, and lead the chain of stitches straight behind presser foot, after the seam was completed -	____	____
4. Stopped machine, after chain stitching a distance sufficient to contact the cutter plus ½" -	____	____
5. Cut thread chain on cutter leaving ½" chain attached to fabric -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the operator's manual.

Tools and Equipment:	**Resources:**
Overlock Machine	Operator's Manual Reference #5, 10

Duty: Altering Patterns	**Duty No.** C
	Task No. 1

Task: Measure a client, using a measuring tape, to establish measurements needed for garment.

Achievement Indicators: The learner:

	Yes	No
1. Recorded name of client and date measurements -	____	____
2. Tied a string around waist of client -	____	____
3. Took measurements -	____	____
4. Recorded measurements in space provided under student column on chart -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the retail service industry.

Tools and Equipment:	**Resources:**
Measuring Tape	Appendix A

Duty: Altering Patterns	**Duty No.** C
	Task No. 2

Task: Determine figure type/size, using a size and figure type chart, to reduce amount of pattern alteration.

Achievement Indicators: The learner:	Yes	No
Figure type:		
1. Analyzed client's body proportions and shape -	____	____
2. Compared analysis, along with height and back waist length of client, to descriptions and illustrations on size and figure type chart -	____	____
3. Recorded figure type in space provided in top of alteration chart -	____	____
Size:		
4. Compared figure type previously determined, bust, waist, hip, and back waist length, to measurements given on size and figure type chart -	____	____
5. Recorded size in space provided at top of alteration chart -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the garment industry.

Tools and Equipment:	**Resources:**
Size and Figure Chart	Appendix B Reference #3

Duty: Constructing Garments	**Duty No.** D
	Task No. 1

Task: Pretreat fabric, notions, and trim, using laundry and cleaning equipment, to prevent shrinkage or fading upon continued treatment.

Achievement Indicators: The learner:	Yes	No
1. Pretreated washable fabrics:		
a. Determined appropriate care of fabric and lining (if any) -	____	____
b. Laundered and dried fabric -	____	____
c. Laundered and dried any lining, zipper, trim or tape to be applied to garment -	____	____
d. Pressed fabric to smooth wrinkles and removed center crease -	____	____
2. Pretreated drycleanable fabrics:*		
a. Pretested a scrap of fabric, prior to beginning the process -	____	____
b. Straightened fabric grain -	____	____
c. Dampened fabric and:		
(1) Folded fabric lengthwise, matching selvages and ends together, and,	____	____
(2) Encased fabric in a damp sheet and left several hours; or moistened fabric itself using sponge or spray bottle -	____	____
d. Laid fabric on a flat surface to dry -	____	____
e. Pressed fabric lightly on wrong side to smooth wrinkles and removed center crease -	____	____
f. Immersed lining, zipper, trim or tape to be applied to garment in hot tap water for a few minutes, rolled in towel to absorb excess moisture, and allowed items to air dry -	____	____

*NOTE: This process may cause some fabrics to water spot or become matted.

Duty: Constructing Garments	**Duty No.** D
	Task No. 2

Task: Straighten grain on woven fabrics, using sewing and pressing equipment, and a bedsheet, to make corners form right angles.

Achievement Indicators: The learner:	Yes	No
1. Clipped selvage, grasped one or two crosswise threads and pulled gently, sliding thread and pushing fabric to other selvage, at each fabric end -	____	____
2. Cut along pulled thread. If thread broke, cut until end could be picked up again -	____	____
3. Folded fabric lengthwise with selvage together, matching thread ends -	____	____
4. Basted edges together -	____	____
5. Straightened off-grain fabric using one or more of the following steps:		
a. Dampened the underside and used a steam iron on topside, pressed out diagonal wrinkles and puckers. Did not use this process for fabrics that water spot or become matted -	____	____
b. Started at corners and pulled in opposite directions diagonally along entire length and width of fabric -	____	____
c. Encased folded fabric in a damp sheet and left for several hours; moistened fabric using sponge or spray bottle * -	____	____
d. Stretched fabric as directed in method "b" above -	____	____
e. Laid fabric on a flat surface to dry -	____	____
f. Pressed, if necessary -	____	____

*NOTE: Do not use for fabrics that water spot or mat.

Duty: Constructing Garments	**Duty No.** D
	Task No. 3

Task: Lay out pattern pieces on fabric, using tape measure or yardstick and pins, to measure the grain line.

Achievement Indicators: The learner:	Yes	No
1. Consulted pattern instruction sheet -	____	____
2. Assembled all pattern pieces needed for chosen view -	____	____
3. Cut apart small pieces such as facings and pockets if printed on one sheet of tissue -	____	____
4. Determined alterations needed and altered pattern pieces accordingly -	____	____
5. Identified cutting layout to be used on pattern instruction sheet according to view, size, fabric width and whether or not directional (napped or one-way designed) fabric is being used -	____	____
6. Folded fabric with selvages together and with lengthwise or crosswise fold as directed * -	____	____
7. Placed pattern pieces on fabric as directed on layout illustration:		
a. Allowed sufficient space for pieces that were to be cut out more than once -	____	____
b. Placed pattern pieces that were shaded with printed side facing fabric -	____	____
c. Placed all pattern pieces in same direction if directional fabric was being used -	____	____
d. Matched stripes or plaids -	____	____
e. Avoided fabric fold if crease could not be removed or if it had a faded streak -	____	____
8. Pinned pattern pieces to fabric, measuring to be sure that all grainline arrows were parallel to selvage -	____	____
*NOTE: Fabric may be folded with lengthwise fold for laying out some pattern pieces and refolded with crosswise fold for laying out remainder of pieces.	____	____

Duty: Constructing Garments	**Duty No.** D
	Task No. 4

Task: Cut out garment, using hand or electric shears, to provide construction parts.

Achievement Indicators: The learner:	Yes	No
1. Followed along cutting lines and notches -	____	____
2. Repeated pattern pieces were to be cut more than once -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:**
Cutting Tools	Pattern Guide Sheet Reference #1, 2, 3, 4, 6

Duty: Constructing Garments	**Duty No.** D
	Task No. 5

Task: Transfer pattern markings, using appropriate marking methods, to reproduce construction details to fabric.

Achievement Indicators: The learner:	Yes	No
1. Selected an appropriate method of marking fabric -	____	____
2. Pretested fabric swatch to be sure marks showed up and could be removed -	____	____
3. Transferred pattern symbols to fabric using one of the following methods:		
a. Chalk - pushed pin through each symbol and fabric. Removed pattern. Made chalk dot at each pin on wrong side of each fabric layer -	____	____
b. Tailor's tacks - used a long length of double unknotted thread, took a small stitch through pattern marking and both layers of fabric, leaving a 2 inch (5cm) thread end. Took a second stitch over the first, leaving a long loop. Cut thread leaving a 2 inch (5cm) end. Cut through top of loop and removed pattern without pulling out threads. Separated fabric layers and clipped threads between, leaving tufts on both layers -	____	____
c. Tracing paper with tracing wheel - placed waxed sides of dressmaker's tracing paper against wrong sides of fabric. Traced markings with wheel taking short, firm strokes, used ruler as guide for straight lines -	____	____
d. Tracing paper with "tack it" - placed waxed sides of dressmaker's tracing paper against wrong sides of fabric. Centered knob of "tack it" over pattern marking and pressed sharply -	____	____

Duty: Constructing Garments	**Duty No.** D
	Task No. 6

Task: Staystitch garment pieces, using sewing machine, to prevent stretching.

Achievement Indicators: The learner:	Yes	No
1. Removed pattern from cut fabric sections -	____	____
2. Machine stitched curved or bias edges through single layer of fabric, using a regular stitch length and matching thread, one-half inch (1.3 cm) from edge, stitching with the grain -	____	____
3. Stitched in two directions, necklines and waistlines -	____	____
4. If garment edges stretched during staystitching:		
a. Pinned pattern on top of fabric section and pulled staystitching up with a pin at intervals needed to make fabric shape match pattern -	____	____
b. Clipped stitches at intervals and spread if garment edges were smaller than pattern -	____	____
5. Stitched in direction of grain -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the supervisor.

Tools and Equipment:	**Resources:**
Sewing Machine	Pattern Guide Sheet Reference #1, 2, 3, 4, 6

Duty: Constructing Garments	**Duty No.** D
	Task No. 7

Task: Construct garment unit(s), using sewing and pressing equipment and a pattern guide sheet, to produce a pattern silhouette.

Achievement Indicators: The learner:	Yes	No
1. Constructed sleeves -	____	____
2. Constructed collar -	____	____
3. Constructed lapels -	____	____
4. Constructed facing -	____	____
5. Constructed waistband -	____	____
6. Constructed upper garment sections -	____	____
7. Constructed lower garment sections -	____	____
8. Constructed pant legs -	____	____
9. Constructed pockets -	____	____
10. Constructed cuffs -	____	____
11. Applied fastener -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the pattern guide sheet.

Tools and Equipment:	**Resources:**
Sewing Machine Pressing Equipment	Pattern Guide Sheet Reference #1, 2, 3, 4, 6

Duty: Constructing Garments	**Duty No.** D
	Task No. 8

Task: Construct dart(s), using a sewing machine, to give shape to garment pieces.

Achievement Indicators: The learner:	Yes	No
1. Made a straight dart:		
a. Transferred markings to wrong side of fabric before removing pattern -	____	____
b. Folded dart through the center from wrong side -	____	____
c. Matched and pinned corresponding markings -	____	____
d. Basted and removed pins -	____	____
e. Started from the wide end of the dart stitching toward the point, took last few stitches parallel to and a thread's width from the fold. Cut thread leaving 4 inch (10 cm) ends -	____	____
f. Extended dart and pressed flat as it was stitched -	____	____
g. Placed dart wrong side up, over tailor's ham -	____	____
h. Pressed according to direction it will take in finished garment -	____	____
i. Tied threads in a knot at the end of dart point, being careful not to pull tight -	____	____
2. Made a contour dart:		
a. Transferred pattern markings to wrong side of fabric, marking center line, stitching lines and all matching points -	____	____
b. Folded along dart center line, working from wrong side -	____	____
c. Matched and pinned markings, first at the waistline, then at both points and last at other matching points between -	____	____
d. Basted just inside stitching line and removed pins -	____	____
e. Began at waist each time, stitched toward ends overlapping stitching at waist. Left threads 4 inches (10 cm) long at points -	____	____

The learner:	Yes	No
f. Removed basting and clipped at waistline to within one-eighth inch (3 mm) of stitching -	____	____
g. Pressed dart flat as it was stitched, then pressed it towards the center of the garment -	____	____
h. Tied off threads at each end. Did not pull tight -	____	____
3. Made a French dart:		
a. Transferred markings (before removing the pattern) to wrong side of fabric -	____	____
b. Marked center line, stitching lines and all matching points -	____	____
c. Staystitched one-eighth inch (3 mm) inside each stitching line -	____	____
d. Started each line of staystitching from the seamline end of the dart and tapered to meet approximately one inch (2.5 cm) from point of dart -	____	____
e. Slashed through center of the dart to where the rows of staystitching intersect -	____	____
f. Pinned and matched (with right sides together) the staystitching lines matching all points and easing the lower edge to the upper edge when necessary to get the points to meet accurately -	____	____
g. Basted along stitching lines and removed pins -	____	____
h. Stitched dart from end to point, leaving 4 inch (10 cm) threads at the point -	____	____
i. Clipped seam allowances to relieve strain and allow dart to curve smoothly -	____	____

CONTINUED

Criteria: See following page

Tools and Equipment:

Resources:

The learner:	Yes	No
j. Pressed dart flat as stitched, then pressed downward over a tailor's ham -	____	____
k. Tied threads together in a knot -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the garment industry.

Tools and Equipment:

Sewing Machine

Resources:

Pattern Guide Sheet
Reference #1, 2, 3, 4, 6

sty: Constructing Garments	Duty No. D
	Task No. 9

Task: Construct seam(s), using pressing and sewing equipment, to join layers of fabric.

Achievement Indicators: The learner:	Yes	No
1. Constructed a plain seam:		
a. Placed garment sections with right sides together, raw edges even, markings matched -	____	____
b. Pinnned at regular intervals, placing pins perpendicular with tips just beyond seamline and heads within seam allowance -	____	____
c. Stitched along seamline five-eighths inch (1.5 cm) from edge unless instructed otherwise, removed pins -	____	____
d. Cornered seams, shortened stitches at the angle for reinforcement; pivot, blunting outward corner seams by taking one stitch diagonally across the corner of a fine fabric, two on a medium one, three on heavy or bulky fabric -	____	____
e. Pressed seam open -	____	____
f. Clipped seam allowances of concave or inward curves -	____	____
g. Notched seam allowance of concave or inward curves -	____	____
h. Clipped seam allowances to inward corners -	____	____
i. Trimmed seam allowances of outward corners; first trimming across the point close to the stitching, then tapering them on either side -	____	____
2. Constructed a French seam:		
a. Pinned seam with wrong sides of fabric together, raw edges even and markings matched -	____	____
b. Stitched three-eigths inch (1 cm) from the edge -	____	____
c. Trimmed seam allowance to one-eighth inch (3 mm) -	____	____
d. Pressed seam open -	____	____
e. Folded right sides together, with stitched line exactly on edge of fold, and pressed again -	____	____

The learner:	Yes	No
f. Stitched on the seamline which was one-fourth inch (6 mm) from the fold; pressed seam to one side -	____	____
3. Constructed a flat-felled seam:		
a. Pinned seam with wrong sides of fabric together, raw edges even and markings matched -	____	____
b. Stitched on seamline -	____	____
c. Pressed seam open, then to one side -	____	____
d. Trimmed the inner seam allowance to one-eighth inch (3 mm) -	____	____
e. Pressed under the edge of the outer seam allowance one-fourth inch (6 mm) -	____	____
f. Stitched folded edge to the garment -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the garment industry.

Tools and Equipment:

Sewing Machine
Pressing Equipment

Resources:

Pattern Guide Sheet
Reference #1, 2, 3, 4, 6

Duty:	Constructing Garments	Duty No. D
		Task No. 10

Task: Apply seam finish, using sewing and pressing equipment, to prevent raveling.

Achievement Indicators: The learner:	Yes	No
1. Turned and stitched a clean-finished seam:		
a. Turned under edge of seam allowance one-eighth inch (3 mm) or one-fourth inch (6 mm) if fabric ravels easily; pressed -	____	____
b. Stitched along edge of fold -	____	____
2. Pinked:		
a. Cut along edge of seam allowance with pinking shears -	____	____
3. Stitched and pinked:		
a. Used a short stitch length -	____	____
b. Placed a line of stitching one-fourth inch (6 mm) from edge of seam allowance using a short stitch -	____	____
c. Cut along edge of seam allowance with pinking shears -	____	____
4. Zigzagged:		
a. Used the machine zigzag stitch -	____	____
b. Placed a row of stitching near, but not on, the edge of the seam allowance -	____	____
c. Trimmed close to the stitching -	____	____

Duty:	Constructing Garments	Duty No.	D
		Task No.	11

Task: Apply nonfusible interfacing, using pressing and sewing equipment, to give support to various areas of the garment.

Achievement Indicators: The learner:	Yes	No
1. Applied light to medium weight interfacing:		
a. Cut out interfacing sections -	____	____
b. Lapped joining edges (if any) aligning seamlines; pinned -	____	____
c. Stitched over seamline with wide zigzag or with a row of straight stitching one-eighth inch (3 mm) on each side of seamline -	____	____
d. Trimmed seam allowances of joined sections -	____	____
e. Placed interfacing unit to wrong side of garment area to which it is being applied; pinned -	____	____
f. Machine basted garment by machine just inside seamlines; pressed -	____	____
g. Trimmed interfacing seam allowance close to seamline -	____	____
2. Applied heavy weight interfacing:		
a. Cut strips of lightweight fabric, such as organza 1 ½ inches (3.1 cm) wide and the same shape as the inner edge being interfaced.		
b. Used interfacing pattern pieces as a cutting guide for shape -	____	____
c. Lapped joining edges (if any), stitched and trimmed as directed in light to medium weight, steps 1c. and 1d. -	____	____
d. Cut out interfacing sections -	____	____
e. Lapped joining edges (if any), stitched and trimmed as directed in light to medium weight, steps 1c. and 1d. -	____	____
f. Trimmed away three-fourth inch (2 cm) from inner edge of interfacing unit -	____	____

The learner:	Yes	No
g. Positioned interfacing on strip unit prepared in steps 1a., 1b. and 1c. so inner edge of interfacing was three-fourth inch (2 cm) beyond inner edge of strip -	____	____
h. Stitched along interfacing edge using zigzag or two rows of straight stitching -	____	____
i. Placed unit to wrong side of garment area that was being interfaced. Pinned -	____	____
j. Machine-basted to garment just inside seamlines; pressed -	____	____
k. Trimmed strip seam allowance close to seamline -	____	____

teria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the garment industry.

ols and Equipment:

Iron
ercial Press
ng Machine
usible Interfacing

Resources:

Pattern Guide Sheet
Reference #1, 2, 3, 4, 6

Duty: Constructing Garments	**Duty No.** D
	Task No. 12

Task: Apply fusible interfacing, using garment sections and pressing equipment, to give support to various areas of the garment.

Achievement Indicators: The learner:	Yes	No
1. Cut out interfacing sections -	____	____
2. Trimmed away three-eighths inch (1 cm) of seam allowances if necessary -	____	____
3. Positioned adhesive side of interfacing toward wrong side of corresponding garment section * -	____	____
4. Fused interfacing in place -	____	____

*NOTE: Aligned cut edges of interfacing with garment seamlines, if seam allowances were trimmed away.

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the garment industry.

Tools and Equipment:	**Resources:**
Hand Steam Iron Commercial Press	Pattern Guide Sheet Reference 31, 2, 3, 4, 6

Duty: Constructing Garments	**Duty No.** D
	Task No. 13

Task: Baste a garment, using needle and thread or sewing equipment, to fit the client's specifications.

Achievement Indicators:

The learner:	Yes	No
1. Staystitched armhole, neckline, and waistline -	____	____
2. Attached underlinings (if any) and interfacing -	____	____
3. Basted major darts and seams (i.e., shoulders, sides and centers and waistline for dresses; sides and centers for skirts, sides, in-seam and crotch for pants) according to pattern instructions -	____	____
4. Pressed seams and darts lightly with fingers -	____	____
5. Basted and finger-pressed major seams and darts of lining (if any), and basted lining to garment -	____	____
6. Pinned up hem(s) -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the supervisor.

Tools and Equipment:	**Resources:**
Sewing Machine Hand Sewing Needles Thread	Reference #1, 2, 3, 4, 6

Duty: Constructing Garments	**Duty No.** D
	Task No. 14

Task: Fit garment on client, using a mirror and sewing equipment, to determine if the garment conforms to body contours.

Achievement Indicators: The learner:	Yes	No
1. Had client try on basted garment, right side out, with appropriate undergarments and shoes -	____	____
2. Lapped and pinned openings -	____	____
3. Checked garment for fit and comfort -	____	____
4. Had client stand, sit, reach, bend and walk -	____	____
5. Released seam and dart areas that were too restricting or needed redirection -	____	____
6. Pinned areas in correct position and pinned off areas where garment was too big -	____	____
7. Checked hem placement and repinned, if necessary -	____	____
8. Pinned collars, sleeves and other details such as flaps, pockets and trim -	____	____
9. Marked necessary changes and placement of garment details after fitting -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the garment industry.

Tools and Equipment:

3 Way Mirror
Seam Ripper
Marking Chalk
Hem Marker
Pens

Resources:

Reference #1, 2, 3, 4, 6, 16

Duty: Constructing Garments	**Duty No.** D
	Task No. 15

Task: Attach underlining/interlining, using pressing and sewing equipment, to provide support to the body of the garment.

Achievement Indicators: The learner:	Yes	No
1. Placed marked underlining against unmarked fabric, with wrong sides together -	____	____
2. Checked to be sure grainlines and foldlines corresponded -	____	____
3. Extended cut edges of underlining slightly beyond cut edges of garment fabric -	____	____
4. Pinned to permit fabrics to mold as one to the body -	____	____
5. Hand-basted fabrics together:		
a. For wide garment sections (i.e. bodice front) basted down center -	____	____
b. For narrow sections (i.e. collar) basted along one edge -	____	____
6. Basted diagonally by hand a few rows within section -	____	____
7. Removed pins -	____	____
8. Trimmed underlinings at edges -	____	____
9. Staystitched, where necessary, with underlining fabric uppermost, through both fabric layers -	____	____
10. Machine-basted through both fabrics around remaining outer edges of garment within seam allowances, and down the center line of each dart -	____	____
11. Treated two layers of fabric as one when constructing garment -	____	____
12. Removed basting -	____	____

Duty: Constructing Garments	Duty No. D
	Task No. 16

Task: Attach a lining to a garment, using pressing and sewing equipment, to hide the inter-construction.

Achievement Indicators: The learner:	Yes	No
1. Attached a free-hanging lining:		
a. Joined all lining sections to form a unit -	____	____
b. Pressed seams open -	____	____
c. Matched and pinned lining unit to garment unit wrong sides together -	____	____
d. Turned under and pinned lining to zipper tapes -	____	____
e. Basted lining to garment along top seamline (also armholes, if they are being faced) -	____	____
f. Slipstitched lining to zipper tapes -	____	____
g. Applied facing or waistband -	____	____
h. Hemmed lining and garment separately, hemming lining so it is 1 inch (2.5 cm) shorter than garment -	____	____
i. Pressed -	____	____
2. Lined a garment to its side:		
a. Constructed lining and garment separately, left side seams open for vest and dress -	____	____
b. Left back seam open on dress -	____	____
c. Sewed lining with right sides together, to garment for vest, all edges except side seams; for dress, at neck and armholes -	____	____
d. Graded/clipped/notched seams, understitched -	____	____
e. Pressed seams and turned garment to right side -	____	____

The learner:	Yes	No
f. Stitched seams as follows:		
1. Stitched side seam of vest only -	____	____
2. Left side seams of lining open. For dress stitch, stitched side seams of both garment and lining. Pressed seams open -	____	____
g. Slipstitched side seams of lining closed, to finish vest. To finish dress, stitched garment back seam and inserted zipper; stitched lining back seam up to bottom of placket and slipstitched remainder to zipper tapes; hemmed garment and lining separately, hemming lining so it was 1 inch (2.5 cm) shorter than garment -	____	____
h. Pressed -	____	____
3. Applied a lining to coat or jacket by machine:		
a. Joined all lining sections to form a complete lining unit. Sewed sleeves into armholes, using a double-stitched seam. If lining called for a pleat down the center back, formed pleat and basted across pleat top and bottom -	____	____
b. Matched, pinned, and basted lining to fabric edge, with right sides together. Stitched from center back, around neckline and down the front to a point twice the width of the hem from bottom edge on each side -	____	____
c. Trimmed, graded, clipped seams -	____	____
d. Pressed toward lining -	____	____
e. Turned garment right side out; hemmed garment -	____	____

CONTINUED

Criteria: See following page

Tools and Equipment:

Resources:

The learner:	Yes	No
f. Pinned lining front to corresponding garment front near both side seams, to hold fabric and lining in place for step g -	____	____
g. Lifted lining up and tacked each of its back side seam allowances to corresponding garment seam allowances to point 6 inches (15 cm) above hem with basting stitch -	____	____
h. Hemmed lining -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the garment industry.

Tools and Equipment:
Steam Iron
Commercial Press
Sewing Machine

Resources:
Pattern Guide Sheet
Reference #1, 2, 3, 4, 6

Duty: Constructing Garments	**Duty No.** D
	Task No. 17

Task: Hem a garment, using industrial methods, to provide a finished appearance.

Achievement Indicators: The learner:	Yes	No
1. Marked hemline as determined during previous fitting -	____	____
2. Reduced bulk within hem allowance by trimming seam allowances to one-fourth inch (6 mm) -	____	____
3. Folded hem to wrong side of garment on marked line, placed pins at right angles to the fold about every 2 inches (5 cm), with wrong side of garment up -	____	____
4. Basted close to folded edge, and removed pins -	____	____
5. Measured the desired depth of hem allowance from the fold and marked -	____	____
6. Trimmed excess hem allowance along the marks -	____	____
7. Finished raw edge according to fabric that was used -	____	____
8. Used interfacing, if hem needed added body and support -	____	____
9. Cut interfacing on bias 2 inches (5 cm) wider than hem allowance -	____	____
10. Pinned interfacing in place with lower edge extending 1 inch (2.5 cm) below hemline. Catchstitched both edges -	____	____
11. Overlapped ends where they met -	____	____
12. Checked for excess fullness at hem edge, ease-stitched one-fourth inch (6 mm) from the edge, the entire circumference, if appropriate -	____	____
13. Used a pin, drew up thread on bobbin, easestitched at necessary intervals until each section of the hem edge corresponded with that part of the garment -	____	____
14. Pressed up hem allowance lightly, shrinking out fullness; pinned -	____	____
15. Inserted heavy paper between hem and garment to prevent hem edge from leaving ridge -	____	____
16. Handstitched hem edge to garment using stitch that was appropriate for fabric -	____	____

Duty: Constructing Garments	**Duty No.** D
	Task No. 18

Task: Remove spots and stains from a completed garment, using cleaning agent, brush or cotton ball, to maintain the garment in a clean manner.

Achievement Indicators: The learner:	Yes	No
1. Chose cleaning agent in accordance with fiber content of fabric, coloring of fabric and nature of stain -	____	____
2. Tested cleaning agent on inconspicuous area of garment or fabric piece -	____	____
3. Followed package instructions -	____	____
4. Applied cleaning agent to spotted or stained area -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the supervisor.

Tools and Equipment:	**Resources:**
Cleaning Agents	

Duty: Constructing Garments	**Duty No.** D
	Task No. 19

Task: Press a completed garment, using pressing equipment, to maintain the garment in a wrinkle free manner.

Achievement Indicators: The learner:	Yes	No
1. Pressed garment as needed -	____	____
2. Pressed all structural details as they were pressed during the construction process -	____	____
3. Pressed soft pleats, godets, collars, and other areas that needed "setting" -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the supervisor.

Tools and Equipment:	**Resources:**
Steam Iron Commercial Press	

Duty: Constructing Accessory Items	**Duty No.** E
	Task No. 1

Task: Construct headwear, using pattern, material, and a sewing machine, to provide an accessory item.

Achievement Indicators: The learner:	Yes	No
1. Measured customer -	____	____
2. Reviewed pattern information -	____	____
3. Selected effective fabric -	____	____
4. Used correct layout -	____	____
5. Selected correct pattern -	____	____
6. Used appropriate trims -	____	____
7. Blocked as needed -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines and standards of the supervisor.

Tools and Equipment:	**Resources:**
Sewing Machine	Pattern Guide Sheet Reference #12

Duty: Constructing Accessory Items	**Duty No.** E
	Task No. 2

Task: Construct a bag, using pattern, material, and sewing machine, to provide a utility item.

Achievement Indicators: The learner:	Yes	No
1. Determined type of bag to be made -	____	____
2. Selected appropriate material -	____	____
3. Reviewed pattern information -	____	____
4. Used appropriate trims -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines and standards of the supervisor.

Tools and Equipment:	**Resources:**
Sewing Machine	Pattern Guide Sheet Reference #12

Duty: Constructing Accessory Items	**Duty No.** E
	Task No. 3

Task: Construct a belt, using fabric and a sewing machine, to provide an accessory item.

Achievement Indicators:

The learner:	Yes	No
1. Determined type of belt -	____	____
2. Selected appropriate fabric -	____	____
3. Reviewed pattern information -	____	____
4. Followed instructor's method -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines and standards of the supervisor.

Tools and Equipment:	**Resources:**
Sewing Machine	Pattern Guide Sheet Reference #12

Duty: Constructing Accessory Items	**Duty No.** E
	Task No. 4

Task: Construct detachable cuffs and collars, using a pattern, fabric, and a sewing machine, to provide apoearance change(s) for a garment.

Achievement Indicators: The learner:	Yes	No
1. Determined type of collar and cuffs -	____	____
2. Selected material -	____	____
3. Reviewed pattern information -	____	____
4. Followed instructor's method/instructions -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines and standards of the supervisor.

Tools and Equipment:	**Resources:**
Sewing Machine	Pattern Guide Sheet Reference #7

Duty: Constructing Accessory Items	**Duty No.** E
	Task No. 5

Task: Construct a tie, using pattern, fabric, and a sewing machine, to meet the client's specifications.

Achievement Indicators: The learner:	Yes	No
1. Determined type of tie -	____	____
2. Selected materials -	____	____
3. Reviewed pattern information -	____	____
4. Followed instructor's methods/instructions -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines and standards of the supervisor.

Tools and Equipment:	**Resources:**
Sewing Machine	Pattern Guide Sheet

Duty: Fitting Garments	**Duty No.** F
	Task No. 1

Task: Mark a garment, using tailor's chalk, to fit a client's specifications and figure requirements.

Achievement Indicators: The learner:	Yes	No
1. Directed client to fitting area -	____	____
2. Had client put on garment -	____	____
3. Determined changes to be made -	____	____
4. Placed chalk marks equal distances on either side of construction details to be altered -	____	____
5. Talked with client regarding fit as marked -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the retail service industry.

Tools and Equipment:	**Resources:**
Marking Chalk	Reference #1, 12

Teacher Activities	Student Learning Activities
Review 1. Facilitate student discussion on identifying garment fitting problems. 2. Have students identify fitting problems of their partner. Overview 3. Introduce task. 4. Specify why the task is important. Presentation 5. Give students a handout on marking symbols. 6. Give students a handout on marking materials. 7. Discuss handouts. 8. Demonstrate task on a student/ customer. 9. Outline the task achievement indicators on the board. Exercise 10. Encourage students to practice the task (see student activities). Summary 11. Relate the task to on-the-job performance requirements. 12. Review students' marking of garment to customer's specifications.	1. Participate in group discussion. 2. Identify fitting problems of partner. 3. Label various fitting problems. 4. Identify marking symbols. 5. Observe demonstration and take notes. 6. Select correct marking materials. 7. Practice marking fitting corrections on partner's garment. 8. Mark garment to customer's specifications.

Adapted from: The Skills of Teaching, Carkhuff and Berenson

Duty: Fitting Garments	**Duty No.** F
	Task No. 2

Task: Pin garment, using straight pins, to fit the client.

Achievement Indicators: The learner:	Yes	No
1. Had client put on garment* -	____	____
2. Pinned garment to client following guidelines below:		
a. Pinned at construction detail - seams, darts, etc. -	____	____
b. Pinned equal amounts on each side of construction details -	____	____
c. Equalized amounts pinned on each half of garment out of line -	____	____
d. Pinned parallel to seam line -	____	____
e. Pinned with points of the pins perpendicular to the floor -	____	____
3. Had client react to garment as pinned and made necessary changes -	____	____
4. Had client remove garment, leaving pins in place -	____	____

* Removed stitching in area(s) needing ease, if garment was too tight.

Criteria: Competence in the task will be recognized when the achievement indicators are sucessfully performed according to the standards of the retail service industry.

Tools and Equipment:	**Resources:**
Straight Pins	Reference #1, 2, 3, 4, 6, 12

Duty: Fitting Garments	**Duty No.** F
	Task No. 3

Task: Level uneven hemline, using hem marks, to accommodate the client.

Achievement Indicators: The learner:	Yes	No
1. Had client put on garment -	____	____
2. Determined the measurement desired from floor to bottom of hem -	____	____
3. Marked around desired hemline, using the measurement established in step 2 -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the retail service industry.

Tools and Equipment:	**Resources:**
Hem Marker	Reference #1, 2, 3, 4, 6, 17

Duty: Fitting Garments	**Duty No.** F
	Task No. 4

Task: Baste garment, using needle and thread to prepare it for client's fitting.

Achievement Indicators:	The learner:	Yes	No
1.	Reviewed markings -	____	____
2.	Transferred markings to inside of garment -	____	____
3.	Basted along markings -	____	____
4.	Had client try on garment -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the retail service industry.

Tools and Equipment:	**Resources:**
Needle Thread	Reference #1, 2, 3, 4, 6, 17

Duty: Altering Garments	**Duty No.** G
	Task No. 1

Task: Alter the width of a garment, using a sewing machine, to accommodate the client.

Achievement Indicators: The learner:	Yes	No
1. Reviewed markings -	____	____
2. Removed stitches releasing hem at seams if necessary to alter width through bottom of garment -	____	____
3. Transferred markings to wrong side of garment, equally distributing amount to be taken in or let out among seams of garment -	____	____
4. Stitched on markings -	____	____
5. Removed original stitching -	____	____
6. Pressed altered areas -	____	____
7. Replaced hem if removed in step 2 -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the retail service industry.

Tools and Equipment:	**Resources:**
Sewing Machine Pressing Equipment	Reference #1, 2, 3, 4, 6, 17

Duty: Altering Garments	**Duty No.** G
	Task No. 2

Task: Lengthen a coat, using a hand needle and thread or a blindstitch machine, to accommodate the client.

Achievement Indicators: The learner:	Yes	No
1. Reviewed instructions -	____	____
2. Removed stitched releasing coat hem -	____	____
3. Pressed existing fold from hem -	____	____
4. Marked new foldline from hem -	____	____
5. Faced hem if necessary -	____	____
6. Turned hem up (right sides together) to desired amount at coat openings -	____	____
7. Stitched on foldline across width of facing -	____	____
8. Trimmed excess fabric and turned right side out -	____	____
9. Turned remaining hem up on foldline, matching seams -	____	____
10. Hemmed coat -	____	____
11. Pressed coat hem -	____	____
12. Removed stitches releasing lining hem -	____	____
13. Pressed existing fold from hem -	____	____
14. Marked foldline for lining hem -	____	____
15. Made sure lining was one inch shorter than the coat -	____	____
16. See step 5 -	____	____
17. Turned lining up on foldline established in step 14, matching seams -	____	____
18. Hemmed lining -	____	____
19. Attached lining to coat loosely -	____	____
20. Pressed altered areas -	____	____

Duty: Altering Garments	**Duty No.** G
	Task No. 3

Task: Shorten a lined coat, using a hand needle and thread or blindstitch machine, to accommodate the client.

Achievement Indicators: The learner:	Yes	No
1. Reviewed instructions -	____	____
2. Removed stitches releasing coat hem -	____	____
3. Pressed existing fold from hem lightly -	____	____
4. Determined amount to be cut from hem, and marked around entire hem -	____	____
5. Trimmed along markings established in step 4 -	____	____
6. Finished hem edge -	____	____
7. Turned hem up, right sides together, desired amount at coat opening -	____	____
8. Stitched on foldline across width of facing -	____	____
9. Trimmed excess fabric and turned right side out -	____	____
10. Turned remaining hem up on foldline, matching seams -	____	____
11. Hemmed coat -	____	____
12. Pressed coat hem -	____	____
13. Removed stitches releasing lining hem -	____	____
14. Pressed existing fold from hem lightly -	____	____
15. Marked foldline for lining hem. Lining should be one inch shorter than coat -	____	____
16. Determined the amount to be cut from lining and marked around entire lining -	____	____
17. Trimmed along markings established in step 15 -	____	____
18. Finished edge of hem -	____	____
19. Turned lining up on foldline marked in step 14, matching seams -	____	____

The learner:	Yes	No
20. Hemmed lining -	____	____
21. Attached lining to coat loosely -	____	____
22. Pressed altered areas -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the retail service industry.

Tools and Equipment:

Blindstitch Machine

Resources:

Operator's Manual
Reference #1, 5, 10, 17

Duty: Altering Garments	**Duty No.** G
	Task No. 4

Task: Replace a lining, using the old lining as a pattern, instructions and a sewing machine, to extend the wearability of the garment.

Achievement Indicators: The learner:	Yes	No
1. Removed stitches attaching old lining to coat -	____	____
2. Removed stitches from seams of old lining and pressed lining pieces -	____	____
3. Cut new lining, using old one as a pattern -	____	____
4. Made coat lining and pressed lining -	____	____
5. Stitched lining in coat -	____	____
6. Hemmed lining -	____	____
7. Attached lining to coat at hem loosely -	____	____
8. Pressed altered areas -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the retail service industry.

Tools and Equipment:	**Resources:**
Sewing Machine Pressing Equipment	Reference #1, 17

Duty: Altering Garments	**Duty No.** G
	Task No. 5

Task: Narrow garment lapels, using a sewing machine, to accommodate the client.

Achievement Indicators: The learner:	Yes	No
1. Reviewed markings -	____	____
2. Removed any top stitching on lapels -	____	____
3. Obtained access to inside of lapels. (Usual manner is to go between lining and coat fabric at hem and pull) -	____	____
4. Transferred markings to inside of lapels -	____	____
5. Stitched on markings, tapered to join stitching of coat fronts -	____	____
6. Trimmed seams -	____	____
7. Turned lapels wrong sides together -	____	____
8. Pressed lapels -	____	____
9. Replaced any top stitching that was removed -	____	____
10. Pressed altered areas -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the retail service industry.

Tools and Equipment:	**Resources:**
Sewing Machine Pressing Equipment	Reference #1, 2, 17

Duty: Altering Garments	**Duty No.** G
	Task No. 6

Task: Decrease the crotch of pants, using a lockstitch sewing machine, to shorten the rise.

Achievement Indicators: The learner:	Yes	No
1. Reviewed markings -	____	____
2. Removed stitches to release:		
a. Tail of fly -	____	____
b. Seam across fork enough to permit taking up inseams of both legs -	____	____
3. Stitched the inseams of legs one-half the total amount crotch was to be decreased, tapered to nothing at knee -	____	____
4. Stitched the crotch inseam one-half the total amount crotch was to be decreased, tapered to nothing at seat -	____	____
5. Removed original stitching -	____	____
6. Trimmed seams -	____	____
7. Pressed seams -	____	____
8. Stitched, by hand, tail of fly in place -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the retail industry.

Tools and Equipment:	**Resources:**
Topstitch Sewing Machine Pressing Equipment	Reference #1, 2, 5, 17

Duty: Altering Garments	**Duty No.** G
	Task No. 7

Task: Increase the crotch of pants, using a lockstitch sewing machine, to lengthen the rise.

Achievement Indicators: The learner:	Yes	No
1. Removed stitched releasing:		
a. Tail of fly -	____	____
b. Seam across fork enough to permit letting out inseams of both legs -	____	____
2. Let out inseams of legs one-half the total amount crotch was to be increased, tapered to nothing at knee -	____	____
3. Let out crotch inseam one-half of total amount the crotch was to be increased, tapered to nothing at seat -	____	____
4. Removed original stitching -	____	____
5. Pressed altered areas -	____	____
6. Stitched, by hand, tail of fly in place -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the retail industry.

Tools and Equipment:	**Resources:**
Lockstitch Sewing Machine Pressing Equipment	Reference #1, 2, 5, 6

Duty: Altering Garments	**Duty No.** G
	Task No. 8

Task: Increase the waist of pants/skirt, using a lockstitch sewing machine, to accommodate the client.

Achievement Indicators: The learner:	Yes	No
1. Determined desired wasit measurement -	____	____
2. Measured waist of slacks -	____	____
3. waist was to be increased by subtracting waist measurement of slacks from desired measurement -	____	____
4. Removed stitches releasing waistband facing -	____	____
5. Removed centerback belt loop, if there was one -	____	____
6. Marked at waistline one-half the amount waist was to be increased, tapered to nothing in the seat area -	____	____
7. Began stitching at top of facing and continued stitching on markings made in step 6* -	____	____
*Alternate Steps (For facings separated at centerback)		
6. Marked and stitched one-half the amount waist was to be increased on the right and left sides of facing, with waistband and facing turned right sides together -	____	____
7. Removed original stitching and turned right side out. This produced a finished-off facing -	____	____
8. Began at bottom of finished-off facing, extended stitching, tapered to nothing at seat area -	____	____
9. Removed original stitching -	____	____
10. Pressed seam -	____	____
11. Tacked seam open at waistband area -	____	____
12. Reattached waistband area -	____	____
13. Replaced centerback belt loop (see step 5) -	____	____
14. Pressed altered area -	____	____

Duty: Altering Garments	**Duty No.** G
	Task No. 9

Task: Decrease the waist of pants/skirt, using a lockstitch sewing machine, to accommodate the client.

Achievement Indicators: The learner:	Yes	No
1. Reviewed markings -	____	____
2. Removed stitches releasing waistband facing at centerback -	____	____
3. Removed centerback belt loop, if there was one -	____	____
4. Transferred fitter's markings of new seamline location to wrong side of garment -	____	____
5. Began stitching at top of facing and continued stitching on markings, tapered to nothing in seat area -	____	____
*Alternate Step 5 (For facings separated at centerback)		
a. Finished-off facing on right and left sides of pants back by turning band and facing right sides together and stitched across end one-half amount waist was to be decreased. Trimmed seams and turned right side out -	____	____
b. Began at bottom of finished-off facing, stitched on markings, tapered to nothing at seat area -	____	____
6. Removed original stitching -	____	____
7. Trimmed excess seam allowance -	____	____
8. Pressed seam -	____	____
9. Tacked seam open at waistband area -	____	____
10. Reattached waistband facing -	____	____
11. Replaced centerback belt loop -	____	____
12. Pressed altered area -	____	____

Duty: Altering Garments	**Duty No.** G
	Task No. 10

Task: Add flare to pant legs, using a lockstitch sewing machine, to accommodate the fashion silhouette.

Achievement Indicators: The learner:	Yes	No
1. Removed stitches releasing hems at seams of pants legs -	____	____
2. Marked one-fourth of the amount that the pants legs were to be flared, began at the bottom of pants and tapered marks to nothing toward knee -	____	____
3. Stitched on markings -	____	____
4. Removed original stitching -	____	____
5. Replaced hems -	____	____
6. Pressed altered areas -	____	____

NOTE: Flare may be added to pants legs by inserting fabric wedges (usually contrasting color for effect) inside seams at bottom of pants.

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the retail service industry.

Tools and Equipment:	**Resources:**
Lockstitch Sewing Machine Pressing Equipment	Reference #1, 2, 3, 5, 7, 17

Duty: Altering Garments	**Duty No.** G
	Task No. 11

Task: Remove flare, using a lockstitch sewing machine, to reduce the width of the pant legs.

Achievement Indicators: The learner:	Yes	No
1. Reviewed markings -	____	____
2. Removed stitches releasing hems from pants at seams -	____	____
3. Transferred markings to inside -	____	____
4. Stitched on markings -	____	____
5. Removed original stitching -	____	____
6. Trimmed excess seam allowances -	____	____
7. Pressed seams -	____	____
8. Replaced hems -	____	____
9. Pressed altered areas -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the retail service industry.

Tools and Equipment:	**Resources:**
Lockstitch Sewing Machine Pressing Equipment	Reference #1, 2, 3, 5, 7, 17

Duty: Altering Garments	**Duty No.** G
	Task No. 12

Task: Remove pant cuffs, using a lockstitch sewing machine, to make a plain bottom.

Achievement Indicators: The learner:	Yes	No
1. Removed stitches releasing cuffs -		
2. Pressed to remove creases from cuffs -		
3. Determined amount to be trimmed from slacks and mark -		
4. Trimmed on markings -		
5. Finished hem edges -		
6. Turned hems up on original hemline -		
7. Hemmed slacks -		
8. Pressed altered areas -		

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the retail service industry.

Tools and Equipment:	**Resources:**
Lockstitch Sewing Machine Pressing Equipment	Reference #1, 5, 17

Duty: Altering Garments	**Duty No.** G
	Task No. 13

Task: Shorten the bodice of a garment, using a lockstitch sewing machine, to accommodate the client.

Achievement Indicators: The learner:	Yes	No
1. Reviewed markings -	____	____
2. Removed stitches releasing zipper from garment to above markings on bodice -	____	____
3. Removed stitches from waistline seam, releasing bodice from skirt -	____	____
4. Marked new seam allowance on bodice -	____	____
5. Trimmed excess fabric from bodice below marked seam allowance -	____	____
6. Restitched bodice to skirt matching seams and center-front and centerback -	____	____
7. Pressed seams -	____	____
8. Restitched zipper -	____	____
9. Pressed altered areas -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the retail service industry.

Tools and Equipment:	**Resources:**
Lockstitch Sewing Machine Pressing Equipment	Reference #1, 2, 3, 5, 7, 17

Duty: Altering Garments

Duty No. G

Task No. 14

Task: Lengthen the bodice of a garment, using a lockstitch sewing machine, to accommodate the client.

Achievement Indicators: The learner:	Yes	No
1. Removed stitches releasing zipper from garment to above the waistline -	____	____
2. Removed stitches from waistline seam, releasing bodice from skirt -	____	____
3. Marked new seam allowance on bodice and skirt -	____	____
4. Restitched bodice to skirt on markings, matching seams and centerfront and centerback. If seam was very narrow, bound or finished to eliminate raveling -	____	____
5. Pressed seams -	____	____
6. Restitched zipper -	____	____
7. Pressed altered areas -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the retail service industry.

Tools and Equipment:

Lockstitch Sewing Machine
Steam Iron

Resources:

Reference #1, 2, 3, 5, 7, 17

Duty: Altering Garments	**Duty No.** G
	Task No. 15

Task: Raise the waistband, using a lockstitch sewing machine, to accommodate the client.

Achievement Indicators: The learner:	Yes	No
1. Removed stitches releasing waistband from skirt -	____	____
2. Removed stitches releasing zipper -	____	____
3. Pressed seams -	____	____
4. Marked new seam allowance on skirt waist -	____	____
5. Replaced zipper so top teeth were at new waistline seam allowance -	____	____
6. Restitched waistband onto skirt on markings made in step 5 -	____	____
7. Pressed altered areas -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the retail service industry.

Tools and Equipment:

Lockstitch Sewing Machine
Steam Iron

Resources:

Reference #1, 2, 3, 5, 7, 17

uty: Altering Garments	Duty No. G
	Task No. 16

ask: Lower the waistband, using a lockstitch sewing machine, to accommodate the client.

chievement Indicators: The learner:	Yes	No
1. Removed stitches releasing waistband from skirt -	____	____
2. Removed stitches releasing zipper -	____	____
3. Pressed seams -	____	____
4. Marked new seam allowance on skirt -	____	____
5. Trimmed excess seam allowance -	____	____
6. Stitched darts to original length -	____	____
7. Replaced zipper -	____	____
8. Restitched band onto skirt on markings made in step 4 -	____	____
9. Pressed altered areas -	____	____

iteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the retail service industry.

ols and Equipment:	Resources:
ckstitch Sewing Machine eam Iron	Reference #1, 2, 3, 5, 7, 17

Duty: Altering Garments	**Duty No.** G
	Task No. 17

Task: Lengthen coat sleeves, using a lockstitch sewing machine, to make the sleeves longer.

Achievement Indicators: The learner:	Yes	No
1. Obtained access to sleeves by pulling them underneath coat lining and out at hem area -	____	____
2. Separated sleeves and sleeve linings, forming long continuous tubes. Lining and sleeve remained attached at wrist -	____	____
3. Marked amount sleeves were to be lengthened by measuring into seam allowances that amount * -	____	____
4. Stitched on markings established in step 4 -	____	____
5. Removed original stitching -	____	____
6. Turned sleeves right side out -	____	____
7. Pressed altered areas -	____	____

*Cut and pieced lining midway between wrist and elbow, if seam allowances were not wide enough to lengthen sleeves desired amount.

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the retail service industry.

Tools and Equipment:

Lockstitch Sewing Machine
Commercial Press
Steam Iron

Resources:

Reference #1, 2, 3, 5, 17

Duty: Altering Garment	**Duty No.** G
	Task No. 18

Task: Shorten sleeves, using a lockstitch sewing machine, to accommodate the client.

Achievement Indicators: The learner:	Yes	No
1. Marked sleeve amount to be shortened -	____	____
2. Turned sleeve lining out -	____	____
3. Removed stitches, freeing lining from sleeve at wrist -	____	____
4. Removed stitches, freeing hem -	____	____
5. Pressed original hemlines from lining and sleeve -	____	____
6. Turned sleeve lining back on sleeve -	____	____
7. Turned sleeve hem up on new length marking -	____	____
8. Trimmed excess fabric -	____	____
9. Hemmed sleeve -	____	____
10. Turned sleeve lining under -	____	____
11. Stitched lining to sleeve, matching seams -	____	____
12. Pressed altered areas -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the retail service industry.

Tools and Equipment:

Lockstitch Sewing Machine
Commercial Press
Steam Iron

Resources:

Reference #1, 2, 3, 5, 17

Duty: Altering Garment	**Duty No.** G
	Task No. 19

Task: Even the hem width, using measuring tools, needle, and thread or a blindstitch sewing machine, to alter the hemline.

Achievement Indicators: The learner:	Yes	No
1. Removed stitches releasing hem from garment -	____	____
2. Measured hem at narrowest width -	____	____
3. Marked measurement established in step 2 around entire hem -	____	____
4. Trimmed along markings made in step 3 -	____	____
5. Finished hem edge -	____	____
6. Turned hem up on original foldline, matching seams -	____	____
7. Hemmed garment -	____	____
8. Pressed altered seams -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the supervisor.

Tools and Equipment:	**Resources:**
Blindstitch Machine Heam Marker Steam Iron Commercial Press	Reference #1, 2, 3, 5, 17

Duty: Altering Garments	**Duty No.** G
	Task No. 20

Task: Remove a collar, using a sewing machine, to accommodate the client.

Achievement Indicators: The learner:	Yes	No
1. Removed stitches releasing hooks and eyes or loops from collar -	____	____
2. Removed stitches releasing collar -	____	____
3. Pressed neck area -	____	____
4. Restitched facing to neck edge * -	____	____
5. Pressed altered areas -	____	____

*When there was no neck facing, finished neck using:

a. Facing or bias strips cut from collar or other fabric, or

b. Used purchased bias tape.

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the supervisor.

Tools and Equipment:

Sewing Machine
Steam Iron

Resources:

Reference #1, 2, 3, 17

Duty: Altering Garments	**Duty No.** G
	Task No. 21

Task: Lower a collar, using a sewing machine, to accommodate the client.

Achievement Indicators:

The learner:	Yes	No
1. Reviewed markings -	____	____
2. Removed stitches releasing back of collar to 1½ - 2 inches beyond shoulder seams -	____	____
3. Marked new collar baseline in centerback and tapered to nothing at shoulder seams -	____	____
4. Basted collar on new markings -	____	____
5. Stitched collar in place -	____	____
6. Pressed altered areas -	____	____

NOTE: If collar was lowered more than ¼ inch, if would have been necessary to take in centerback jacket seam to match collar.

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the supervisor.

Tools and Equipment:

Sewing Machine
Steam Iron

Resources:

Reference #1, 2, 3, 17

Duty: Repairing Clothing	**Duty No.** H
	Task No. 1

Task: Replace broken stitches, using a sewing machine, to make the garment wearable.

Achievement Indicators: The learner:	Yes	No
1. Removed broken stitches beginning in the center and leaving enough thread at each end to pull through and tie -	____	____
2. Replaced stitching leaving enough thread at beginning and end to pull through and tie -	____	____
3. Pressed altered area -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the supervisor.

Tools and Equipment:	**Resources:**
Sewing Machine	

Duty: Repairing Clothing	**Duty No.** H
	Task No. 2

Task: Repair frayed buttonholes, using needle, thread and a sewing machine, to make the garment functional.

Achievement Indicators:

The learner:	Yes	No
1. Machine stitched close to frayed edge -	____	____
2. Overcasted or buttonhole stitched around frayed edge -	____	____
3. Clipped any frayed threads remaining -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the supervisor.

Tools and Equipment:

Sewing Machine

Resources:

Reference #1, 3

Duty: Repairing Clothing	**Duty No.** H
	Task No. 3

Task: Repair a zipper, using pliers, to make the zipper functional.

Achievement Indicators: The learner:	Yes	No
1. Removed bottom stop from zipper -	____	____
2. Moved zipper slide below teeth * -	____	____
3. Aligned teeth -	____	____
4. Positioned zipper pull -	____	____
5. Replaced botton stop -	____	____
6. Zipped zipper -	____	____
7. Replaced stitching across bottom of zipper, if removed in step 2		

*NOTE: It may have been necessary to remove stitching at the bottom of the zipper.

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the supervisor.

Tools and Equipment:	**Resources:**
Pliers Screwdriver	

Duty: Repairing Clothing	**Duty No.** H
	Task No. 4

Task: Reinforce stitches, using sewing equipment, to increase the durability of the garment.

Achievement Indicators: The learner:	Yes	No
1. Read alteration tag -	____	____
2. Stitched area to be reinforced -	____	____
3. Removed loose threads -	____	____
4. Pressed area -	____	____
5. Recorded completed alteration information -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions of the supervisor.

Tools and Equipment:	**Resources:**
Sewing Machine	

Duty: Cleaning Garments	**Duty No.** I
	Task No. 1

Task: Spot clean a garment, using a cleaning solution, to remove stains.

Achievement Indicators: The learner:	Yes	No
1. Read care labels -	____	____
2. Read spotting tag -	____	____
3. Read manufacturer's instructions for solution use -	____	____
4. Selected proper cleaning solution -	____	____
5. Used appropriate cleaning technique -	____	____
6. Placed garment in designated area -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the dry cleaning industry.

Tools and Equipment:	**Resources:**
Cleaning Solution	Manufacturer's Label Reference #8, 17, 19, 22

Duty: Cleaning Garments	**Duty No.** I
	Task No. 2

Task: Press a garment, using commercial press, press form or commercial iron, to restore the garment to its original appearance.

Achievement Indicators: The learner:	Yes	No
1. Read attached tag -	____	____
2. Selected appropriate pressing equipment -	____	____
3. Used appropriate pressing techniques -	____	____
4. Used appropriate method of hanging garment -	____	____
5. Observed safety precautions -	____	____
6. Placed garment in designated area -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the dry cleaning industry.

Tools and Equipment:	**Resources:**
Commercial Press Press Form Commercial Iron	Manufacturer's Label Reference #8, 17, 19, 22, 23

Duty: Cleaning Garments	**Duty No.** I
	Task No. 3

Task: Store a garment, using hangers, tissue paper and plastic, to maintain its appearance.

Achievement Indicators: The learner:	Yes	No
1. Stuffed garments as needed -	____	____
2. Closed all fasteners -	____	____
3. Folded garments as needed -	____	____
4. Used appropriate garment cover -	____	____
5. Used appropriate mildew prevention technique -	____	____
6. Used appropriate mothproofing methods -	____	____
7. Closed garment covers -	____	____
8. Spaced garment sufficiently in appropriate area -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the retail service industry.

Tools and Equipment:	**Resources:**
Hangers Tissue Paper Plastic Bags	Reference #8, 17, 19, 22, 23

Duty: Making Patterns	**Duty No.** J
	Task No. 1

Task: Construct a pattern, using muslin and a tag board, to insure fit of a garment.

Achievement Indicators: The learner:	Yes	No
1. Measured client -	____	____
2. Constructed basic dress -	____	____
3. Fitted muslin dress on customer and made necessary alterations -	____	____
4. Transferred all markings to tracing paper -	____	____
5. Constructed basic sloper from muslin dress -	____	____
6. Used sloper to reproduce aesthetic needs -	____	____
7. Refined all contour lines -	____	____
8. Indicated all markings on muslin -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:

Muslin
Measuring Tools
Marking Devices
Tag Board
Paper
Tracing Paper

Resources:

Reference #7

Duty: Making Patterns

Duty No. J

Task No. 2

Task: Drape a form, using muslin, to create a desired design.

Achievement Indicators: The learner:	Yes	No
1. Measured client -	____	____
2. Determined silhouette -	____	____
3. Identified parts of design -	____	____
4. Identified grain lines to properly drape fabric -	____	____
5. Blocked fabric for design parts -	____	____
6. Pinned loin blocks of fabric to form -	____	____
7. Refined contours of design -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:

Fabric
Marking Tools
Measuring Devices
Pins
Scissors
Dress Form

Resources:

Reference #14

Duty: Making Patterns	**Duty No.** J
	Task No. 3

Task: Draft a pattern, using paper and measuring devices, to conform to the client's measurements.

Achievement Indicators: The learner:	Yes	No
1. Measured client -	____	____
2. Squared appropriate lines on paper -	____	____
3. Used appropriate tools -	____	____
4. Used numerical or alpha system to block in customer's measurement to construct pattern -	____	____
5. Added seam allowance -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:**
Measuring Devices Marking Tools Paper Pins	Reference #7

Duty: Using Mathematics	**Duty No.** K
	Task No. 1

Task: Perform basic mathematical computations with whole numbers, using addition, subtraction, multiplication and division skills, to determine answers to whole number problems.

Achievement Indicators: The learner:	Yes	No
1. Added accurately -	____	____
2. Subtracted accurately -	____	____
3. Multiplied accurately -	____	____
4. Divided accurately -	____	____
5. Used measuring device accurately -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:**
Measuring Devices	Reference #1, 3, 7, 17

Duty: Using Mathematics	**Duty No.** K
	Task No. 2

Task: Perform basic mathematical computations with decimal numbers, using addition, subtraction, multiplication and division skills, to determine answers to decimal problems.

Achievement Indicators: The learner:	Yes	No
1. Translated percents to decimals -	____	____
2. Translated decimals to percents -	____	____
3. Added decimal numbers accurately -	____	____
4. Subtracted decimal numbers accurately -	____	____
5. Multiplied decimal numbers accurately -	____	____
6. Divided decimal numbers accurately -	____	____
7. Rounded decimal numbers correctly -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:**
Measuring Devices	Reference #1, 3, 7, 17

Duty: Using Mathematics	**Duty No.** K
	Task No. 3

Task: Perform basic mathematical computations with fractions, using addition, subtraction, multiplication and division skills, to determine answers to fraction problems.

Achievement Indicators: The learner:	Yes	No
1. Translated decimals and/or percents to fractions -	____	____
2. Translated fractions to decimals and/or percents -	____	____
3. Changed mixed numbers to improper fractions and improper fractions to mixed numbers -	____	____
4. Reduced fractions -	____	____
5. Determined lowest common denominator -	____	____
6. Added fractions accurately -	____	____
7. Subtracted fractions accurately -	____	____
8. Multiplied fractions accurately -	____	____
9. Divided fractions accurately -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:**
Measuring Devices	Reference #1, 3, 7

Duty: Selling Merchandise	**Duty No.** L
	Task No. 1

Task: Utilize sales techniques, using customer relations approach, questions, observations, product knowledge, merchandise demonstration, answering objections, suggestion selling, and closing techniques to sell merchandise.

Achievement Indicators: The learner:	Yes	No
1. Handled the customer:		
a. Treated customer courteously -	____	____
b. Kept customer's needs first in mind -	____	____
c. Represented management's viewpoint to customer	____	____
d. Demonstrated pride in serving the customer -	____	____
2. Approached the customer:		
a. Used appropriate type of approach -	____	____
b. Approached at correct time -	____	____
c. Used appropriate words in approaching the customer -	____	____
3. Determined customer's wants and needs:		
a. Questioned to determine customer's desires, wants, and needs -	____	____
b. Questioned to determine personal characteristics -	____	____
c. Selected appropriate merchandise -	____	____
4. Presented the merchandise:		
a. Used descriptive phrases -	____	____
b. Used selling features -	____	____
c. Identified benefits -	____	____
d. Involved customer with the merchandise -	____	____
e. Used logical sequence -	____	____
5. Handled objections:		
a. Questioned customer to determine objections -	____	____
b. Identified type of objections -	____	____

The learner:	Yes	No
6. Suggested related items:		
a. Identified related merchandise -	____	____
b. Described benefits to customer -	____	____
c. Attempted to close the sale with suggested merchandise -	____	____
7. Closed the sale:		
a. Recognized customer's buying signals -	____	____
b. Asked for the sale -	____	____
c. Demonstrated closing techniques -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:

Resources:

Reference #9, 15, 20, 21

Duty: Selling Merchandise	**Duty No.** L
	Task No. 2

Task: Process a customer's telephone order, using an order form, merchandise information and sales techniques, to complete a merchandise sale.

Achievement Indicators: The learner:	Yes	No
1. Greeted caller -	____	____
2. Identified self -	____	____
3. Identified retail store and department -	____	____
4. Listened to the request -	____	____
5. Answered customer's questions -	____	____
6. Completed a telephone order sales check which contained appropriate information -	____	____
7. Suggested additional merchandise -	____	____
8. Repeated all recorded information to the caller -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:**
Telephone	Reference #9, 15, 20, 21

Duty: Selling Merchandise	**Duty No.** L
	Task No. 3

Task: Wrap a customer's package, using packing materials and techniques, to protect the merchandise.

Achievement Indicators: The learner:	Yes	No
1. Selected appropriate materials considering durability and economy -	____	____
2. Wrapped a package that reflects the store image -	____	____
3. Wrapped package in minimal time -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:** Reference #9, 15, 20, 21

Duty: Selling Merchandise	**Duty No.** L
	Task No. 4

Task: Order special request merchandise, using store order forms, to complete a sale.

Achievement Indicators: The learner:	Yes	No
1. Filled out form completely -	____	____
2. Extended figures accurately -	____	____
3. Recorded information legibly -	____	____
4. Identified customer request accurately -	____	____
5. Placed the special order -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:** Reference #9, 15, 20, 21

Duty: Selling Merchandise	**Duty No.** L
	Task No. 5

Task: Respond to a customer's complaint, using store policy and customer relations, to solve the problem.

Achievement Indicators: The learner:	Yes	No
1. Demonstrated courtesy to the customer -	____	____
2. Demonstrated concern for the customer's need -	____	____
3. Represented product and business honestly -	____	____
4. Followed store policy -	____	____
5. Attempted to build goodwill -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:

Resources:

Reference #9, 15, 20, 21

Duty: Selling Merchandise	**Duty No.** L
	Task No. 6

Task: Operate a cash register/sales terminal, using register operations techniques and a cash register operations manual, to complete a sales transaction.

Achievement Indicators: The learner:	Yes	No
1. Identified parts of the cash register -	____	____
2. Indexed correct amount keys -	____	____
3. Indexed correct department keys -	____	____
4. Indexed proper transaction -	____	____
5. Subtotaled transaction -	____	____
6. Computed tax -	____	____
7. Totaled transactions -	____	____
8. Registered amount tendered by the customer -	____	____
9. Obtained amount of change due -	____	____
10. Voided errors (over rings or under rings) -	____	____
11. Read register totals -	____	____
12. Changed register tapes -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:**
Cash Register	Reference #9, 15, 20, 21

Duty: Selling Merchandise	**Duty No.** L
	Task No. 7

Task: Make change, using change making techniques for cash registers without change indication, to complete a sales transaction.

Achievement Indicators: The learner:	Yes	No
1. Announced total amount of sale to customer -	____	____
2. Stated amount of cash tendered by customer -	____	____
3. Placed cash tendered by customer on change slab -	____	____
4. Counted change while removing money from the cash drawer (from smallest denomination to largest) -	____	____
5. Counted change out loud as it was placed in the customer's hand -	____	____
6. Gave fewest number of coins -	____	____
7. Gave correct amount of change -	____	____
8. Thanked customer -	____	____
9. Placed money in cash drawer and closed drawer -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:**
Cash Register	Reference #9, 15, 20, 21

Duty: Selling Merchandise	**Duty No.** L
	Task No. 8

Task: Make change, using change making techniques for registers with change indication, to complete a sales transaction.

Achievement Indicators: The learner:	Yes	No
1. Announced total amount of sale to customer -	____	____
2. Stated amount of cash tendered by customer -	____	____
3. Placed cash tendered by customer on change slab (some stores place money in cash drawer) -	____	____
4. Counted change while removing money from the cash drawer (from largest denomination to smallest) -	____	____
5. Counted change out loud as it was placed in the customer's hand -	____	____
6. Gave fewest number of coins -	____	____
7. Gave correct amount of change -	____	____
8. Thanked customer -	____	____
9. Placed money in cash drawer and closed drawer -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:**
Cash Register	Reference #9, 15, 20, 21

Duty: Selling Merchandise	**Duty No.** L
	Task No. 9

Task: Fill out sales checks, using merchandise information, sales tax computations, basic mathematics computations, alterations, charges, delivery or mail charges, employee discounts, and/or lay-away charges, to complete a sales transaction.

Achievement Indicators: The learner:	Yes	No
1. Completed sales check with all necessary information filled in -	____	____
2. Extended figures accurately -	____	____
3. Computed split prices accurately -	____	____
4. Computed mail or postage charges--added after sales tax accurately -	____	____
5. Computed employee discounts--added after sales tax accurately -	____	____
6. Computed delivery charges--added after sales tax accurately -	____	____
7. Computed alterations charges--added after sales tax accurately -	____	____
8. Computed lay-away charges--added after sales tax accurately -	____	____
9. Computed sales tax accurately -	____	____
10. Computed total accurately -	____	____
11. Completed sales check legibly -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:**
	Reference #9, 15, 20, 21

Duty: Selling Merchandise	**Duty No.** L
	Task No. 10

Task: Distinguish taxable items, using Michigan sales tax laws, to determine the amount of sales tax.

Achievement Indicators: The learner:	Yes	No
1. Selected labor on services performed as taxable -	____	____
2. Selected alteration charges as taxable -	____	____
3. Selected layaway charges as nontaxable -	____	____
4. Selected delivery charges as nontaxable -	____	____
5. Selected mail and postage charges as nontaxable -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:** Reference #9, 15, 20, 21

Duty: Selling Merchandise	**Duty No.** L
	Task No. 11

Task: Examine checks, using check authorization procedures and standards for properly written checks, to determine the acceptability of the checks.

Achievement Indicators: The learner:	Yes	No
1. Identified different kinds of checks:		
a. Government -	____	____
b. Payroll -	____	____
c. Personal -	____	____
2. Identified common errors found on checks:		
a. Post-dating -	____	____
b. Amount in figures differs from amount written out -	____	____
c. Altered -	____	____
d. Bank number and account number printed in magnetic figures at the bottom of check -	____	____
e. Filled out completely -	____	____
3. Followed procedures when accepting checks:		
a. Written for amount according to store policy -	____	____
b. Made out and signed in presence of cashier -	____	____
c. Verified signature, address and customer's description against pieces of identification -	____	____
d. Received proper authorization for checks over floor limit -	____	____

Duty: Selling Merchandise	**Duty No.** L
	Task No. 12

Task: Process a charge sale, using a credit card, an imprinting machine, sales slip and merchandise information, to complete the sales transaction.

Achievement Indicators: The learner:	Yes	No
1. Asked customer for credit card -	____	____
2. Checked card number against invalid list -	____	____
3. Completed the charge slip:		
a. Filled in all necessary information -	____	____
b. Extended amounts accurately -	____	____
c. Computed tax accurately -	____	____
d. Computed total correctly -	____	____
4. Imprinted the charge slip with the customer's charge card -	____	____
5. Obtained the customer's signature on the charge slip -	____	____
6. Received authorization (if necessary) -	____	____
7. Returned customer's charge card -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:**

Duty: Selling Merchandise	**Duty No.** L
	Task No. 13

Task: Process a merchandise return, using exchange, cash refund or credit charge procedures, to accommodate the customer.

Achievement indicators: The learner:	Yes	No
1. Selected appropriate merchandise return policy:		
a. Exchange -	____	____
b. Cash refund -	____	____
c. Credit charge -	____	____
2. Completed appropriate form -	____	____
3. Completed form with all necessary information -	____	____
4. Computed sales tax accurately -	____	____
5. Computed amount of refund, credit or amount due from customer accurately -	____	____
6. Completed form legibly -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:** Reference #9, 15, 20, 21

Duty: Selling Merchandise	**Duty No.** L
	Task No. 14

Task: Check out cash register totals, using beginning cash amount, an ending cash count and paid outs, to balance the cash drawer.

Achievement Indicators: The learner:	Yes	No
1. Recorded cash register totals -	____	____
2. Counted ending cash accurately -	____	____
3. Totaled cash in drawer accurately -	____	____
4. Added paid outs -	____	____
5. Subtracted beginning cash fund -	____	____
6. Compared cash register totals with actual cash count and determined if cash was:		
a. Short -	____	____
b. Over -	____	____
c. Proved -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:**
Cash Register	

Duty: Performing Supervisory Functions	**Duty No.** M
	Task No. 1

Task: Inspect work stations in an industrial sewing area, using OSHA standards, to identify work hazards.

Achievement Indicators: The learner:	Yes	No
1. Observed work area for:		
a. Cleanliness;		
1. Scraps, lint, and dust on machine, table and work bins -	____	____
2. Oil collected on machine -	____	____
3. Thread cones strewn in and around work area -	____	____
b. Safety;		
1. Thread cones and oil on floor -	____	____
2. Frayed electrical wiring -	____	____
c. Auxiliary Equipment;		
1. Stable chairs -	____	____
2. Work bins on tables placed for access and motion economy -	____	____
d. Ventilation;		
1. Air circulation -	____	____
2. Temperature range -	____	____
e. Noise levels -	____	____
f. Lighting -	____	____
2. Reported findings -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of OSHA.

Tools and Equipment:	**Resources:** Reference #5, 10

Duty: Performing Supervisory Functions	**Duty No.** M
	Task No. 2

Task: Enforce safety rules, using a list of company safety rules and OSHA standards, to ensure a safe work environment.

Achievement Indicators: The learner:	Yes	No
1. Identified hazardous conditions in sewing area -	____	____
2. Identified OSHA standards -	____	____
3. Reviewed safety manuals -	____	____
4. Acquired rules from similar plants -	____	____
5. Acquired suggestions from sewing, maintenance, and engineering personnel -	____	____
6. Developed tentative rules -	____	____
7. Gained consensus from fellow operators and supervisors -	____	____
8. Gained approval from supervisors -	____	____
9. Reproduced and distributed rules -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the company's policy or OSHA.

Tools and Equipment:	**Resources:**
	Reference #5, 10, 11

Duty: Performing Supervisory Functions	**Duty No.** M
	Task No. 3

Task: Investigate an accident, using an accident report form, to report the cause of an accident.

Achievement Indicators: The learner:	Yes	No
1. Determined extent of injury -	____	____
2. Questioned injured operator as to cause(s) of accident -	____	____
3. Checked worker's previous safety record -	____	____
4. Inspected machine involved, if any -	____	____
5. Inspected area where accident occurred -	____	____
6. Requested maintenance personnel to examine equipment for possible malfunctions, if applicable -	____	____
7. Formulated conclusions -	____	____
8. Completed accident report form -	____	____
9. Furnished superior copy of report -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the company.

Tools and Equipment:	**Resources:**

Duty: Performing Supervisory Functions	**Duty No.** M
	Task No. 4

Task: Enforce housekeeping rules in the sewing room, using a set of housekeeping procedures and a list of persons responsible for each operation, to ensure a clean work environment.

Achievement Indicators: The learner:	Yes	No
1. Reviewed machine manuals for cleanup procedures on dust, lint and oil -	____	____
2. Observed current housekeeping practices in the sewing area -	____	____
3. Asked for and analyzed suggestions from operators, service personnel, and custodians -	____	____
4. Developed draft set of rules and personnel responsible for each -	____	____
5. Reviewed and revised with other supervisors -	____	____
6. Reviewed with and gained approval from supervisors for implementation -	____	____
7. Reproduced and distributed final copies -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the company.

Tools and Equipment:	**Resources:**
	Reference #5, 10, 11

Duty: Performing Supervisory Functions	**Duty No.** M
	Task No. 5

Task: Prepare a sewing room supply inventory, using an inventory form, to determine stock on hand.

Achievement Indicators: The learner:	Yes	No
1. Separated all work in sewing department into stacks or bundles of dozens and count -	____	____
2. Counted by box, gross, case, etc. all items in stock room such as thread, tape, zippers, and buttons -	____	____
3. Counted sewing room fixtures and hardware such as machines, tables, chairs, workbenches, and racks -	____	____
4. Recorded manufacturer model and serial number -	____	____
5. Tabulated results -	____	____
6. Verified with recount results -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the company.

Tools and Equipment:	**Resources:** Reference #15, 16, 18

Duty: Performing Supervisory Functions	**Duty No.** M
	Task No. 6

Task: Identify equipment needs, using equipment and supply inventories, employment and production statistics, company personnel and a requisition form, to request additional equipment.

Achievement Indicators: The learner:	Yes	No
1. Determined from personnel office if additional employees were to be added -	____	____
2. Determined from employees the frequency of product damages -	____	____
3. Determined from engineering if new equipment or supplies would increase production -	____	____
4. Checked maintenance and supervisor records for areas of excessive downtime -	____	____
5. Determined from records the quality of equipment and supplies -	____	____
6. Checked equipment and supply inventories -	____	____
7. Completed preprinted requisition form, reporting equipment and supply needs -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the company's standards.

Tools and Equipment:	**Resources:**
Sewing Equipment Supply Inventories	Reference #15, 16, 18

Duty: Performing Supervisory Functions	**Duty No.** M
	Task No. 7

Task: Assign sewing tasks to utility operators, using a job assignment form, to ensure a smooth work flow.

Achievement Indicators: The learner:	Yes	No
1. Identified operations on which work builds up -	____	____
2. Assigned persons to machines and operations:		
a. Gained attention of each operator -	____	____
b. Identified machines and operations -	____	____
c. Gave brief specific directions to operators -	____	____
3. Checked work output periodically -	____	____
4. Monitored work flow -	____	____
5. Shifted operators, if necessary -	____	____
6. Checked with quality control inspector for work quality of assigned workers -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the company's policy.

Tools and Equipment:	**Resources:** Reference #5, 16

Duty: Performing Supervisory Functions	**Duty No.** M
	Task No. 8

Task: Select thread, using a cut ticket, to match it with identified cut material.

Achievement Indicators: The learner:	Yes	No
1. Secured cut ticket from adjacent line supervisor -	____	____
2. Reviewed cut ticket -	____	____
3. Noted size, fiber, and color for each operation -	____	____
4. Notified service persons to secure thread from thread room and distribute to operators -	____	____
5. Observed to see that directions are correctly implemented -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the company's policy.

Tools and Equipment:	**Resources:**
	Reference #15

Duty: Performing Supervisory Functions	**Duty No.** M
	Task No. 9

Task: Assign bundle tasks, using a list of employees, to expedite the work flow.

Achievement Indicators:	The learner:	Yes	No
1.	Identified operations for which bundle person is responsible -	____	____
2.	Learned each operation by name -	____	____
3.	Developed tentative list of tasks performed by bundle person -	____	____
4.	Gained concensus of list from appropriate persons -	____	____
5.	Finalize task list -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the standards of the company.

Tools and Equipment:	**Resources:**
	Appendix C

Duty: Performing Supervisory Functions	**Duty No.** M
	Task No. 10

Task: Expedite a rush order, using bundle number and type, to facilitate an order that is behind schedule.

Achievement Indicators: The learner:	Yes	No
1. Secured order or cut ticket from supervisor making request -	____	____
2. Verified accuracy of ticket -	____	____
3. Located bundle service person -	____	____
4. Provided service person with ticket and specific directions relating to the request -	____	____
5. Checked with requesting supervisor within 10 minutes to see if correct number and type bundles had been delivered -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the company's policy.

Tools and Equipment:	**Resources:**
	Reference #5, 16

Duty: Performing Supervisory Functions	**Duty No.** M
	Task No. 11

Task: Maintain an employee assignment ledger, using an employee's gum sheet, order ticket, and production ledger, to record the day's production.

Achievement Indicators: The learner:	Yes	No
1. Reviewed gum sheets for each operator -	____	____
2. Checked order sheet ticket to verify production -	____	____
3. Recorded information in ledger -	____	____
4. Turned in ledger to sewing room manager or business office, whichever is desired -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the company's standards.

Tools and Equipment:	**Resources:**

Duty: Performing Managerial Functions	**Duty No.** N
	Task No. 1

Task: Conduct an employee orientation session, using knowledge of store policies, procedures, and merchandise, to acquaint a new employee with the department or store.

Achievement Indicators: The learner:	Yes	No
1. Introduced new employee to others -	____	____
2. Explained store policies and procedures -	____	____
3. Explained departmental merchandise -	____	____
4. Used training methods such as telling, showing, and demonstrating -	____	____
5. Demonstrated supportive attitude -	____	____
6. Assisted new employee in completing duties -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:**

Duty: Performing Managerial Functions	**Duty No.** N
	Task No. 2

Task: Encourage morale among employees, using human relations skills, to maintain a positive work environment.

Achievement Indicators: The learner:	Yes	No
1. Demonstrated a positive attitude on the job -	____	____
2. Maintained morale of other employees -	____	____
3. Worked with other employees, customers, and supervisors cooperatively -	____	____
4. Demonstrated concern for maintaining a positive working environment -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:**

Duty: Performing Managerial Functions	**Duty No.** N
	Task No. 3

Task: Evaluate an operator's production progress, using a trainee's progress chart, to determine if the trainee has met the training expectation.

Achievement Indicators: The learner:	Yes	No
1. Reviewed progress chart:		
a. Determined training week -	____	____
b. Determined trainee efficiency -	____	____
c. Identified rejects -	____	____
2. Compared trainee efficiency with expected efficiency -	____	____
3. Compared product imperfections with quality control person -	____	____
4. Talked with operator about progress:		
a. Identified areas of stength -	____	____
b. Identified areas of weakness -	____	____
5. Decided what help operator needs, if any -	____	____
6. Recorded recommendations -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the standards of the company.

Tools and Equipment:	**Resources:**

Duty: Performing Managerial Functions	**Duty No.** N
	Task No. 4

Task: Terminate the employment of an operator who fails to make production, using the employee's work records and history, to rid the company of a liability.

Achievement Indicators: The learner:	Yes	No
1. Reviewed attendance records of employee and record dates of unexcused absences -	____	____
2. Reviewed quality control records and record quality performance levels of employee -	____	____
3. Consulted with supervisors in other sections in which employee has worked, if any -	____	____
4. Reviewed training records for comments of training instructor -	____	____
5. Interviewed operator to obtain information on reasons for absences or poor performance -	____	____
6. Drafted recommendation for termination -	____	____
7. Submitted recommendations to superior -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the store's policy.

Tools and Equipment:	**Resources:**

Duty: Performing Managerial Functions	**Duty No.** N
	Task No. 5

Task: Follow line of authority, using the store's organizational structure, policies and procedures, to perform the job.

Achievement Indicators: The learner:	Yes	No
1. Identified correct person(s) to contact -	____	____
2. Followed lines of authority -	____	____
3. Followed store policies -	____	____
4. Followed store procedures -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:**

Duty: Performing Managerial Functions	**Duty No.** N **Task No.** 6

Task: Plan task(s), using planning and organizational skills, to accomplish a job.

Achievement Indicators: The learner:	Yes	No
1. Identified tasks to be completed -	____	____
2. Allowed sufficient time to complete the tasks -	____	____
3. Prioritized tasks in order of importance -	____	____
4. Combined tasks efficiently -	____	____
5. Requested assistance where appropriate -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:** Reference #15

Duty: Performing Managerial Functions	**Duty No.** N
	Task No. 7

Task: Place stock within the department, using layout considerations, traffic flow, fixtures, merchandise and store image, to provide merchandise to customers.

Achievement Indicators: The learner:	Yes	No
1. Organized merchandise to feature most profitable items -	____	____
2. Considered merchandise protection -	____	____
3. Considered customers' needs -	____	____
4. Considered safety hazards in placing fixtures and merchandise -	____	____
5. Placed merchandise to permit restocking with ease -	____	____
6. Followed stocking procedures of the department or store -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:**
	Reference #16

Duty: Performing Managerial Functions	**Duty No.** N
	Task No. 8

Task: Explain the store's customer services' and facilities' locations, using a knowledge of store services and facilities, to respond to customers' needs.

Achievement Indicators: The learner:	Yes	No
1. Selected appropriate customer services -	____	____
2. Explained location of services or facilities accurately -	____	____
3. Suggested facilities or services to develop customer goodwill -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:** Reference #16

Duty: Performing Managerial Functions	**Duty No.** N
	Task No. 9

Task: Reduce store expenses, using a knowledge of store policies, procedures and expense control, to increase profits.

Achievement Indicators: The learner:	Yes	No
1. Followed store policies and procedures -	____	____
2. Used cost-saving practices -	____	____
3. Encouraged others in cost-saving activities -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:**
	Reference #16

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 1

Task: Prepare a portfolio, using samples of artwork and other pertinent materials, to secure employment.

Achievement Indicators:	The learner:	Yes	No
1.	Selected examples of best artwork -	____	____
2.	Matted or mounted artwork -	____	____
3.	Arranged artwork in sequential order -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the supervisor.

Tools and Equipment:	**Resources:**
	Reference #18, 20, 21

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 2

Task: Perform a self-assessment, using knowledge and information, to compile a list of personal attributes.

Achievement Indicators: The learner:	Yes	No
1. Listed work-related accomplishments -	____	____
2. Listed non-work related accomplishments -	____	____
3. Identified skills and competency attainment -	____	____
4. Identified transferable (portable) skills -	____	____
5. Determined strengths and weaknesses -	____	____
6. Described job liabilities and the affect liabilities have on employment opportunities -	____	____
7. Developed a plan to overcome job liabilities -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin and Ronald Kent, "First Steps" in Opening Doors: A Practical Guide for Job Hunting. Continuum Center, Oakland University, 1984, pp. 7-14.

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 3

Task: Perform a self-assessment, using knowledge and information, to identify areas of work that will provide personal job satisfaction.

Achievement Indicators: The learner:	Yes	No
1. Listed personal job values -	____	____
2. Rated each job value -	____	____
3. Listed enjoyable activities/interests -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Ibid, pp. 16-20.

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 4

Task: Perform a self-assessment, using knowledge and information, to determine methods to reduce levels of stress.

Achievement Indicators: The learner:	Yes	No
1. Identified stages of grief that result in stress -	____	____
2. Identified factors that reduced levels of stress -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Ibid, pp. 21-23.

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 5

Task: Compile an occupational profile, using reference materials, to determine the characteristics, requirements, and employment outlook of an occupation.

Achievement Indicators: The learner:	Yes	No
1. Described:		
a. Main job duties -	____	____
b. Places of employment -	____	____
c. Physical demands -	____	____
d. Working (environmental) conditions -	____	____
e. Educational requirements -	____	____
f. Wage and fringe benefit information -	____	____
g. Local, regional and national employment outlook -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Dictionary of Occupational Titles (D.O.T.) Goodman, Jane, Judith Hoppin and Ronald Kent, "Making Decisions," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 27-34. Michigan Occupational Information System (M.O.I.S.)

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 6

Task: Investigate non-wage job characteristics, using available resources, to identify significant job factors.

Achievement Indicators: The learner:	Yes	No
1. Listed and described:		
a. Union affiliation -	____	____
b. Apprenticeship opportunities -	____	____
c. Occupational hazards -	____	____
d. Shift requirements -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Dictionary of Occupational Titles (D.O.T.) Goodman, Jane, Judith Hoppin and Ronald Kent, "Making Decisions," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 27-34. Michigan Occupational Information System (M.O.I.S.)

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 7

Task: Develop goals, using knowledge, to determine career objective(s).

Achievement Indicators:	The learner:	Yes	No
1.	Listed short-term goals -	____	____
2.	Listed long-term goals -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Ibid, pp. 30-31.

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 8

Task: Perform a job search, using information, to identify employment opportunities.

Achievement Indicators: The learner:	Yes	No
1. Determined geographic boundaries for job search -	____	____
2. Listed types of potential places of employment -	____	____
3. Developed a list of prime sources of information concerning opportunities for employment -- advertised and unadvertised -	____	____
4. Gathered information about advertised and unadvertised job openings -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Goodman, Jane, Judith Hoppin and Ronald Kent, "Planning the Campaign," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 37-47.

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 9

Task: Participate in an information interview, using knowledge and resources, to obtain information about a job from an employer.

Achievement Indicators: The learner:	Yes	No
1. Identified a job within the area of occupational interest -	____	____
2. Prepared a list of organizations that employ people to perform the identified job -	____	____
3. Scheduled an interview appointment with an employer at one of the organizations -	____	____
4. Prepared a list of questions for the interview -	____	____
5. Conducted the interview -	____	____
6. Prepared a follow-up letter to mail, after the interview, to the employer -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Goodman, Jane, Judith Hoppin and Ronald Kent, "Planning the Job Campaign," Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 44-45.

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 10

Task: Complete a social security form, using information, to apply for a social security number.

Achievement Indicators: The learner:	Yes	No
1. Contacted appropriate office to secure form -	____	____
2. Followed instructions on form -	____	____
3. Filled in each space on the form with the correct information -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	"Handling the Paperwork," Employability Skills Guide #6, MSU.

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 11

Task: Contact an employer, using a telephone, to pursue potential employment opportunities.

Achievement Indicators: The learner:	Yes	No
1. Greeted receptionist -	____	____
2. Identified self and reason for phone call -	____	____
3. Asked to speak to appropriate person -	____	____
4. Arranged, if necessary, a time to call back -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Goodman, Jane, Judith Hoppin, and Ronald Kent, "Communicating with Employers," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 54-57.

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 12

Task: Complete a job application, using personal notes, to apply for employment.

Achievement Indicators: The learner:	Yes	No
1. Followed the directions specified on the application form -	____	____
2. Filled in each space where applicable, with the correct information -	____	____
3. Used a pen or typewriter to fill in application information -	____	____
4. Filled out the application neatly -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin and Ronald Kent, "Communicating with Employers," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 61-64.

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 13

Task: Prepare a resume, using personal information, to apply for a job.

Achievement Indicators: The learner:	Yes	No
1. Listed name, address, and telephone number -	____	____
2. Identified career objective -	____	____
3. Listed work experiences -	____	____
4. Described job-related experiences -	____	____
5. Provided information about education -	____	____
6. Listed military experience, if acquired -	____	____
7. Described home/community activities -	____	____
8. Listed membership in work-related organizations/ associations -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin and Ronald Kent, "Communicating with Employers," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 58-59, 65-71.

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 14

Task: Write a letter, using personal notes, to apply for a position.

Achievement Indicators: The learner:	Yes	No
1. Included:		
a. Name, address, phone number -	____	____
b. Date -	____	____
c. Name, title, firm, address of person to whom the letter is being sent -	____	____
d. Salutation -	____	____
2. Indicated, in paragraph one:		
a. An awareness of the business -	____	____
b. A reference to an ability/skill that will benefit the company -	____	____
3. Emphasized experience, abilities, accomplishments, in paragraph two -	____	____
4. Identified strengths/special training in paragraph three -	____	____
5. Included a follow-up plan in paragraph four -	____	____
6. Included complimentary closing -	____	____
7. Signed letter -	____	____

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 15

Task: Demonstrate appropriate dress, using a knowledge of job requirements, to comply with standards of on-the-job attire and grooming.

Achievement Indicators: The learner:	Yes	No
1. Described and/or dressed in the attire of the appropriate occupational area, including:		
a. Grooming -	____	____
b. Health and safety equipment -	____	____
c. Uniforms -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Goodman, Jane, Judith Hoppin and Ronald Kent, "The Job Interview," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 77-96.

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 16

Task: Interview for a job, using communication skills, to secure employment.

Achievement Indicators: The learner:	Yes	No
1. Demonstrated appropriate characteristics for job applicants including:		
a. Attire -	____	____
b. Grooming -	____	____
c. Conduct -	____	____
2. Demonstrated correct usage of interviewing techniques -	____	____
3. Prepared a list of questions to ask the interviewer(s) -	____	____
4. Prepared a follow-up letter to mail, after the interview, to the interviewer -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Goodman, Jane, Judith Hoppin and Ronald Kent, "The Job Interview," in Opening Doors: A Practicle Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 77-96.

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 17

Task: Contact a job interviewer, using a telephone, to accept/reject a job.

Achievement Indicators: The learner:	Yes	No
1. Spoke with interviewer who offered the job -	____	____
2. Identified self -	____	____
3. Accepted offer, if applicable -	____	____
4. Found out starting date and time, if appropriate -	____	____
5. Rejected offer courteously and politely, if applicable -	____	____
6. Gave reason for rejection, if applicable -	____	____
7. Concluded conversation correctly -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	"Getting the Job," Employability Skills Guide #9, MSU. Ibid, pp. 77-96.

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 18

Task: Complete forms, using information, to withhold city, state, and federal taxes.

Achievement Indicators: The learner:	Yes	No
1. Completed city tax form correctly -	____	____
2. Completed state tax form correctly -	____	____
3. Completed federal tax form correctly -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 19

Task: Describe performance evaluation measurements, using knowledge, to identify behavior/attitudes that employers expect employees to exhibit on-the-job.

Achievement Indicators: The learner:	Yes	No
1. Listed and described the methods to achieve successful working relationships -	____	____
2. Listed and defined importance of:	____	____
a. Reliability -	____	____
b. Punctuality -	____	____
c. Quality -	____	____
d. Quantity -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Goodman, Jane, Judith Hoppin and Ronald Kent, "Opening the Door to Your Future," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 99-100.

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 20

Task: Perform a continuing education program search, using available resources, to identify opportunities for retraining, skills upgrading, and career advancement.

Achievement Indicators: The learner:

	Yes	No
1. Described types and sources of continuing education programs for an occupation -	____	____
2. Related information to career alternatives -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin and Ronald Kent, "Opening the Door to Your Future," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, p. 101.

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 21

Task: Analyze career information, using available resources, to identify the opportunities for advancement that exist within an occupation.

Achievement Indicators:	The learner:	Yes	No
1.	Described the career stages associated with the occupational area:		
	a. Listed jobs, entry through advanced levels -	____	____
	b. Gave examples of tasks that employees in the occupation are required to perform -	____	____
	c. Identified tools/equipment that employees in the occupation use -	____	____
	d. Made reference to the relationship of the job(s) to data, people, things -	____	____
	e. Made reference to education and/or on-the-job training needed to attain career mobility -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to instructions.

Tools and Equipment:	**Resources:**
	Dictionary of Occupational Titles (D.O.T.). Goodman, Jane, Judith Hoppin and Ronald Kent, "Opening the Door to Your Future," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 99-102. Michigan Occupational Information System (M.O.I.S.)

Duty: Using Employability Skills	**Duty No.** 0
	Task No. 22

Task: Describe job resignation/dismissal practice, using knowledge, to identify positive methods for terminating an employment situation.

Achievement Indicators:	The learner:	Yes	No
1.	Described practices for resigning from a job:		
	a. Gave two weeks to a months notice -	____	____
	b. Specified a positive reason for leaving the employment situation -	____	____
2.	Described practices for job dismissal (laid off, released):		
	a. Asked the employer for a letter of reference, if laid off -	____	____
	b. Talked with the employer to discover what was the problem, if released -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	"Knowing the Score," Employability Skills, Guide #10, MSU.

STUDENT ACHIEVEMENT RECORD

CLOTHING MANAGEMENT

STUDENT _____

INSTRUCTIONS:

Mark each student's level of competence according to the following guide:

LEVEL	GUIDE
1	Student has been exposed to task
2	Task accomplished with assistance
3	Task accomplished to criteria by student
4	Ability to teach or demonstrate the task to others

TASK	LEVEL	DATE
A. MAINTAINING EQUIPMENT AND WORK STATION		
1. Add oil to reservoir.		
2. Lubricate oil points.		
3. Clean lint from machine.		
4. Replace a ligh' bulb.		
5. Clean the floor of the work area.		
B. OPERATING INDUSTRIAL SEWING MACHINES		
1. Insert a bobbin in the bobbin case.		
2. Replace a bobbin.		
3. Change the sewing machine needle.		
4. Position pieces of garments.		
5. Sew a straight seam.		
6. Sew a curved edge.		
7. Sew a square corner to make right angles.		
8. Sew a square corner to construct details.		

TASK	LEVEL	DATE
B. OPERATING INDUSTRIAL SEWING MACHINES (continued)		
9. Stitch dart(s).		
10. Backtack parts of garment.		
11. Topstitch a garment.		
12. Insert a zipper.		
13. Blindstitch a hem.		
14. Stitch a garment fastener (buttons).		
15. Stitch garment fasteners (snaps).		
16. Attach a brand name tag to a finished garment(s).		
17. Chain off chain stitch(es).		
C. ALTERING PATTERNS		
1. Measure a client.		
2. Determine figure type/size.		
3. Make alternation(s).		
D. CONSTRUCTING GARMENTS		
1. Pretreat fabric, notions, and trim.		
2. Straighten grain on woven fabrics.		
3. Lay out pattern pieces.		
4. Cut out garment.		
5. Transfer pattern markings.		
6. Staystitch garment pieces.		
7. Construct garment unit(s)		
8. Construct dart(s).		
9. Construct seam(s).		
10. Apply seam finish.		
11. Apply nonfusible interfacing.		
12. Apply fusible interfacing.		
13. Baste a garment.		
14. Fit garment on client.		
15. Attach underlining/interlining.		
16. Attach a lining to a garment.		
17. Hem a garment.		
18. Remove spots and stains from a completed garment.		

TASK	LEVEL	DATE
D. CONSTRUCTING GARMENTS (continued)		
Press a completed garment.		
E. CONSTRUCTING ACCESSORY ITEMS		
1. Construct headwear.		
2. Construct a bag.		
3. Construct a belt.		
4. Construct detachable cuffs and collars.		
5. Construct a tie.		
F. FITTING GARMENTS		
1. Mark a garment.		
2. Pin garment.		
3. Level uneven hemline.		
4. Baste garment.		
G. ALTERING GARMENTS		
1. Alter width of garment.		
2. Lengthen a coat.		
3. Shorten a lined coat.		
4. Replace a lining.		
5. Narrow garment lapels.		
6. Decrease the crotch of pants.		
7. Increase the crotch of pants.		
8. Increase the waist of pants/skirt.		
9. Decrease the waist of pants/skirt.		
10. Add flare to pant legs.		
11. Remove flare.		
12. Remove pant cuffs.		
13. Shorten the bodice of a garment.		
14. Lengthen the bodice of a garment.		
15. Raise the waistband.		
16. Lower the waistband.		
17. Lengthen coat sleeves.		

TASK	LEVEL	DATE
G. ALTERING GARMENTS (continued)		
18. Shoten sleeves.		
19. Even the hem width.		
20. Remove a collar.		
21. Lower a collar.		
H. REPAIRING CLOTHING		
1. Replace broken stitches.		
2. Repair frayed buttonholes.		
3. Repair a zipper.		
4. Reinforce stitches.		
I. CLEANING GARMENTS		
1. Spot clean a garment.		
2. Press a garment.		
3. Store a garment.		
J. MAKING PATTERNS		
1. Construct a pattern to insure fit of a garment.		
2. Drape a form to careate a desired design.		
3. Draft a pattern to conform to the client's measurements.		
K. USING MATHEMATICS		
1. Perform basic mathematical computations with whole numbers.		
2. Perform basic mathematical computations with decimal numbers.		
3. Perform basic mathematical computations with fractions.		
L. SELLING MERCHANDISE		
1. Utilize sales techniques.		
2. Process a customer's telephone order.		
3. Wrap a customer's package.		

TASK	LEVEL	DATE
L. SELLING MERCHANDISE (continued)		
4. Order a special request merchandise.		
5. Respond to a customer's complaint.		
6. Operate a cash register/sales terminal.		
7. Make change for cash registers without change indication.		
8. Make change for cash registers with change indication.		
9. Fill out sales checks.		
10. Distinguish taxable items.		
11. Examine checks.		
12. Process a charge sale.		
13. Process a merchandise return.		
14. Check out cash register totals.		
M. PERFORMING SUPERVISORY FUNCTIONS		
1. Inspect work stations in an industrial sewing area.		
2. Enforce safety rules.		
3. Investigate an accident.		
4. Enforce housekeeping rules in sewing room.		
5. Prepare a sewing room supply inventory.		
6. Identify equipment needs.		
7. Assign sewing tasks to utility operators.		
8. Select thread to match it with identified cut material.		
9. Assign bundle tasks, to expedite the work flow.		
10. Expedite a rush order.		
11. Maintain an employee assignment ledger.		
N. PERFORMING MANAGERIAL FUNCTIONS		
1. Conduct an employee orientation session.		
2. Encourage morale among employees.		
3. Evaluate an operator's production progress.		
4. Terminate the employment of an operator who fails to make production.		

TASK	LEVEL	DATE
N. PERFORMING MANAGERIAL FUNCTIONS (continued)		
5. Follow the lines of authority.		
6. Plan task(s).		
7. Place stock within the department.		
8. Explain the store's customer services and facilities' location.		
9. Reduce store expenses.		
M. USING EMPLOYABILITY SKILLS		
1. Prepare a portfolio.		
2. Perform a self-assessment, to compile a list of personal attributes.		
3. Perform a self-assessment, to identify areas of work that will provide personal job satisfaction.		
4. Perform a self-assessment, to determine methods to reduce levels of stress.		
5. Compile an occupational profile.		
6. Investigate non-wage job characteristics.		
7. Develop goals.		
8. Perform a job search.		
9. Participate in an information interview.		
10. Complete a social security form.		
11. Complete a job application, to apply for employment opportunities.		
12. Complete a job application, to pursue potential employment possibilities.		
13. Prepare a resume.		
14. Write a letter.		
15. Demonstrate appropriate dress.		
16. Interview for a job.		
17. Contact a job interviewer.		
18. Complete forms.		
19. Describe performance evaluation measures.		
20. Perform a continuing education program search.		

TASK	LEVEL	DATE
M. USING EMPLOYABILITY SKILLS (continued)		
21. Analyze career information.		
22. Describe job resignation/dismissal practice.		

CLASS ACH. JEMENT RECORD

| NAME | TASK No. | | |

TOOL AND EQUIPMENT LIST
FOR
CLOTHING MANAGEMENT

EQUIPMENT

ITEM NUMBER	QUANTITY	DESCRIPTION OF ITEM	DUTY
1	4	Cutting Tables 4 yards long, 1 1/4 yards wide, 32 inches high	C,D,E,G,H,J
2	4 Sets	Stools (6-8 stools per set) (adjustable)	D,E,G
3	1	Washer-heavy duty	D,E,M
4	1	Washer-commercial (optional)	D,E,M
5	1	Dryer-heavy duty	D,E,M
6	1	Dryer-commercial	D,E,M
7	1	Sink with storage and work area	
8	2	Base cabinets with storage and work area	
9	1	Cissell form-finisher	D,E,I
10	1	Lattner boiler	D,E,I
11	2	Pressurized steam irons	D,E,I
12	2	Irons-steam and dry	D,E,I
13	1	Cissell steam iron with solenoid low-body a-sembly	D,E,I
14	1	Steamer-apparel	D,E,I
15	2	Racks for garments	D,E,I
16	1	Mirror for grooming	D,E,F
17	1	Mirror-triple full length	D,E,F
18		Fitting platform	D,E,F
19	1	Fitting room (6 x 6 feet)	D,E,F
20	4	Cabinets, base drawers	I
21	4	Cabinets, full length (with 60 trays)	I

EQUIPMENT (continued)

ITEM NUMBER	QUANTITY	DESCRIPTION OF ITEM	DUTY
22	4	Singer professional (straight)	A,B,D,E,H
23	1	Consew (leather machine)	A,B,D,E,H
24	1	Organizer cabinet (20 drawer)	A,B,D,E,H,M
25	1	Bagging rack (for 3 bags)	I
26	1	Heavy duty portable garment rack	I
27	16	Machine stools-chairs for operator	A,B,D,G,H
28	4	Power machine-lockstitch	A,B,D,E,G,H,M
29	1	Power machine-blindstitch	A,B,D,E,G,H,M
30	8	Bobbin cases-power machine lock-stitch	B,D,E,G
31	1	Power machine-two needle chain-stitch flat bed	A,B,D,E,G,H,M
32	4	Power-machine-three thread overedge, overlock	A,B,D,E,G,H
33	1	Power machine-tacker	A,B,D,E,G,H,M
34	1	Power machine-monogramer	A,B,D,E,M
35		Power machine-button holes	A,B,D,E,G,M
36	20	Operator chair	A,B,D,E,G,H
37	1	Model forms-adjustable	J
38	1	Press machine New Yorker	D,I,M
39	1	Fitting screens	D,F
40	1	Telephone	L,O
41	2	1/4 scale model forms	J
42	1	1 L Shoulder 1 mushroom and 4c sleever with extension bracket	D,E,I
43	1	Pants topper	D,G,I
44	1	Steam heated finishing board (to press lining)	D,G,I
45	1	Dry cleaning machine	D,I
46	1	Spotting board	I
47	1	Van (to put clothes in for cleaning)	I

TOOLS

ITEM NUMBER	QUANTITY	DESCRIPTION OF ITEM	DUTY
48	1 pd.	Straight pins	D,E,F
49	3 doz.	Hand sewing needles	D,E,F,G
50	3 doz.	Domestic machine needles	D,E
51	3 doz.	Power machine needles	B
52	3 doz.	Bobbins	B,D
53	3 doz.	Rulers-12 inch	C,D,E,G,K
54	3 doz.	Tape measures	C,D,E,G,K
55	6	Yardstick	C,D,E,F,G,K
56	10	24" curve ruler	C,J,K
57	1 doz.	Hem gauge	C,D,E,G,K
58	10	Designer square 14" x 24"	C,J,K
59	1 gross	Pencil	J,K
60	1 box	Paper	C
61	20	Electric cutler-shears-7" length	D,E,G,H
62	20	Scissors	C,D,F,G,H,I
63	5	Bent trimmers-shears-10" length	D,E,G,J
64	5	Pinking shears (wiss)-7" length	D,E,G,H
65	5	Professional pinking (wiss)-10 1/2" Length	D,E,G,H
66	20	Pin cushion-regular	D,E,F
67	20	Pin cushion-wrist	F
68	10 boxes	Assorted thread	D,E,F,G
69	10 boxes	Tailor's crayon	D,E,F,G,H
70.	10 boxes	Marking chalk	D,E,F,G,H
71	2	Hem marker	D,E,F,G
72	1 doz.	Seam ripper	D,E,F
73	2 cans	Oil-regular machine	A

TOOLS (continued)

ITEM NUMBER	QUANTITY	DESCRIPTION OF ITEM	DUTY
74	1	Oil can	A
75		Snips	D,E,H
76	6	Buttonhole scissors	D,E
77	2	Utility bag	I,M
78	4	Tailor's ham	D,E,I
79	4	Tailor's seam roll	D,E,I
80	4	Lint brush	A
81	4	Small broom	A
82	2	Needle wrench	A,B
83	2	Screwdriver	A
84	2	Tweezers	A,B
85	1	Looper threading wire	B
86	8	Knife (overlock machine)	
87	1 doz.	Needles-blindstitch	B
88	1 doz.	Needles-overlock	B
89	3	Stapler	
90	4 boxes	Staples	
91	3	Pliers	B,H
92	1	Tool box	A,B,H
93	1	Hammer	H
94	1 box	Small hand tools (assorted)	A,B,H
95	1 doz.	Tape-masking	I
96	2	Roll of paper	I
97	8	Stitch and seam measurer	B,C,D,E
98	1 box	Alteration tags	F,G,H,I
99	1 box	Piecework tickets	D,E,I,N
100	4	Pressing/ironing boards	D,E,I

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TOOLS (continued)

ITEM NUMBER	QUANTITY	DESCRIPTION OF ITEM	DUTY
101	8	Pressing/ironing board pads	D,E,I
102	8	Pressing board covers	D,E,I
103	2	Cover-commercial press	D,E,I
104	2	Pad-commercial press	D,E,I
105	4	Pressing mits	D,E,I
106	3	Sleeve board	D,I

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APPENDIX A

Adapted from V-TECS
Custom Dressmaker Catalog

NAME OF CLIENT _____
DATE _____
WEIGHT _____

MEASUREMENT CHART

BODY AREA	STUDENT MEASURE-MENT	INSTRUCTOR MEASURE-MENT	ACCEPTABLE	
			YES	NO
Bust Circumference: a. High b. Full				
Chest Circumference				
Diaphragm Circumference				
Waist Circumference				
Waist to High Hip				
High Hip Circumference				
Waist to Hip				
Full Hip Circumference				
Thigh Bulge Circumference				
Thigh Circumference				
Calf Circumference				
Instep Circumference				
Neck Circumference				
Front Neck to Waist				
Shoulder to Bust Point				
Bust Point to Point				
Shoulder to Bust Point to Waist				
Shoulder				
Shoulder to Elbow				

MEASUREMENT CHART

BODY AREA	STUDENT MEASURE-MENT	INSTRUCTOR MEASURE-MENT	ACCEPTABLE	
			YES	NO
Shoulder to Elbow to Wrist				
Back Neck Bone to Shoulder Bone to Wrist (men)				
Bicep Circumference				
Elbow Girth				
Front Sleeve Cap Height				
Back Sleeve Cap Height				
Short Sleeve Length				
Blouse Length				
Wrist Circumference				
Back Neck to Waist				
Back Width				
Crotch Length				
Crotch Depth				
In-seam Pants Length				
Out-seam Pants Length				
Shorts Length				
Skirt Length				
Dress Length				
Jacket Length				
Vest Length				
Other:				

APPENDIX B

Adapted from V-TECS
Custom Dressmaker Catalog

Name of Client _____
Height: _____
Figure Type: _____
Size: _____
Pattern: _____
Fabric: _____

ALTERATIONS CHART

1	2	3	4	5	6	7	
BODY AREA	BODY MEASURE-MENT	EASE	TOTAL	PATTERN MEASURE-MENT	ALTERATION (include amount)	RATING ACCEPT-ABLE	RATING UNACCEPT-ABLE
Bust Circumference: a. High b. Full							
Chest Circumference							
Diaphragm Circumference							
Waist Circumference							
Waist to High Hip							
High Hip Circumference							
Waist to Hip							
Full Hip Circumference							
Thigh Bulge Circum-ference							

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ALTERATIONS CHART

1	2	3	4	5	6	7	
BODY AREA	BODY MEASURE-MENT	EASE	TOTAL	PATTERN MEASURE-MENT	ALTERATION (include amount)	RATING	
						ACCEPT ABLE	UNACCEPT-ABLE
Thigh Circumference							
Calf Circumference							
Instep Circumference							
Neck Circumference							
Front Neck to Waist							
Shoulder to Bust Point							
Bust Point to Point							
Shoulder to Bust Point to Waist							
Shoulder							
Shoulder to Elbow							
Shoulder to Elbow to Wrist							

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ALTERATIONS CHART

1	2	3	4	5	6	7	
BODY AREA	BODY MEASURE-MENT	EASE	TOTAL	PATTERN MEASURE-MENT	ALTERATION (include amount)	RATING	
						ACCEPT ABLE	UNACCEPT-ABLE
Back Neck Bone to Shoulder Bone to Wrist (men)							
Bicep Circumference							
Elbow Girth							
Front Sleeve Cap Height							
Back Sleeve Cap Height							
Short Sleeve Length							
Wrist Circumference							
Back Neck to Waist							
Back Width							
Crotch Length							
Crotch Depth							

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ALTERATIONS CHART

1	2	3	4	5	6	7	
BODY AREA	BODY MEASURE-MENT	EASE	TOTAL	PATTERN MEASURE-MENT	ALTERATION (include amount)	RATING ACCEPT ABLE	UNACCEPT-ABLE
In-seam Pants Length							
Out-seam Pants Length							
Blouse Length							
Shorts Length							
Skirt Length							
Dress Length							
Jacket Length							
Vest Length							
Other:							

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APPENDIX C

Adapted from V-TECS
Custom Dressmaker Catalog

Task: Assign bundle person tasks

INSTRUCTOR CHECKLIST

INSTRUCTIONS: If the performance is satisfactory, write YES in the space provided. If the performance is unsatisfactory, write NO in the space. Each item must be rated "yes" for satisfactory task performance.

Did the list contain the following tasks?

1. Supply correct cuts and supplies according to cutting sheets. ☐
2. Secure and position supplies for operators. ☐
3. Keep cuts in order. ☐
4. Sort and separate parts. ☐
5. Locate and transfer repairs. ☐
6. Move work to operators. ☐
7. Maintain housekeeping procedures. ☐
8. Run errands for supervisors. ☐
9. Prepare machine work order in absence of supervisor. ☐